



Presentation and Facilitation Skills Online Seminar



Curriculum Overview

- completely customizable to Client needs

Timing

3 x 90mins webinars on the same or different days

Core Objectives

- Understand the skills required to become an expert online facilitator
- Identify techniques to create audience engagement and interaction
- Discuss the benefits and drawbacks of a variety of essential virtual tools
- Agree a checklist to manage the planning, production, and follow-up of an online event
- Identify strategies to use when things go wrong!
- Recognize the elements of communication that help deliver messages with impact
- Discuss techniques to help deal with nerves
- Practice live online facilitation

Webinar 1 of 3 Outline*

Module	Topic	Time
Module 1	Welcome, Objectives and Introductions	15 minutes
Module 2	The Elements of Communication	40 minutes
Module 3	I.L.T. versus V.I.L.T	15 minutes
Module 4	Virtual Tools	10 minutes
Module 5	Summary and Preparation for Session 2	10 minutes

Webinar 2 of 3 Outline*

Module	Topic	Time
Module 6	Welcome and Objectives	5 minutes
Module 7	Creating a Successful Virtual Session: Planning, Production and Follow Up	60 minutes
Module 8	Mishap Management	15 minutes
Module 9	Summary and Preparation for Session 3	10 minutes



Webinar 3 of 3 Outline*

Module	Topic	Time
Module 10	Welcome and Objectives	5 minutes
Module 11	Practicing Virtual Delivery	75 minutes
Module 12	Summary, Personal Commitment and Evaluation	10 minutes

*If the webinars are being held on the same day, a 10mins break is recommended after the first 90mins webinar and a lunch break between the second and the third webinar

Module Summaries

Module 1 - Welcome, Objectives and Introductions (15 minutes)

Instructional Purpose: Participants feel welcome to the seminar and remove all distractions from the learning environment. Participants sense a safe learning environment that is collegial, interactive and purposeful. This section will include a brief 'road map' overview of the session ahead.

Lesson 1	Welcome and Objectives	5 minutes
Lesson 2	Perception, Behavior and Results	3 minutes
Lesson 3	Participant Introductions and Learning Agreement	7 minutes

Module 2 - The Elements of Communication (40 minutes)

Instructional Purpose: Participants will recognize the elements of communication that help us deliver our message with impact when facilitating an online session.

Lesson 1	Defining 'Presenting' and 'Facilitation'	7 minutes
Lesson 2	Elements of Communication: An Overview	18 minutes
Lesson 3	Body Language	5 minutes
Lesson 4	Tone	5 minutes
Lesson 5	Words	5 minutes



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Module 3 - I.L.T versus V.I.L.T. (15 minutes)

Instructional Purpose: Participants will consider the similarities and differences between Instructor Led Training and Virtual Instructor Led Training.

Lesson 1	Comparing Instructor Led Training to Virtual Instructor Led Training	10 minutes
Lesson 2	Applying the Elements of Communication to V.I.L.T	5 minutes

Module 4 - Virtual Tools (10 minutes)

Instructional Purpose: Participants will recognize the benefits and drawbacks of popular virtual tools and discuss key considerations when making a selection.

Lesson 1	Popular Virtual Tools	5 minutes
Lesson 2	Considerations When Making a Selection	5 minutes

Module 5 - Summary and Preparation for Session 2 (10 minutes)

Instructional Purpose: Participants summarize key learning and will commit to an activity that will be completed in preparation for Session 2.

Lesson 1	Summary	5 minutes
Lesson 2	Post Session Planning for Session 2	5 minutes

Module 6 - Welcome and Objectives (5 minutes)

Instructional Purpose: Participants feel welcome to the seminar and remove all distractions from the learning environment. Participants sense a safe learning environment that is collegial, interactive and purposeful. This section will include a brief 'road map' overview of the session ahead.

Lesson 1	Welcome and Objectives	5 minutes
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Module 7 - Creating a Successful Virtual Session: Planning, Production and Follow Up (60 minutes)

Instructional Purpose: Participants will recognize the essential elements when planning and producing successful online training or when facilitating a meeting. In addition, Participants will consider the importance of following up after delivery and will discuss best practice in relation to post session communication.

Lesson 1	Planning for a Successful Session	15 minutes
Lesson 2	Delivering Training and Facilitating Meetings: Best Practice	35 minutes
Lesson 3	The Technical Setup	10 minutes



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Module 8 - Mishap Management (15 minutes)

Instructional Purpose: What do you do when things start going wrong? Participants will consider live techniques for effectively addressing and recovering from attendee issues, audio problems, and hardware/software trouble shooting. In addition, best practice will be shared on how to manage disruptive attendee behaviors.

Lesson 1	How to Address Technical Concerns	10 minutes
Lesson 2	Dealing with Difficult Attendees	5 minutes

Module 9 - Summary and Preparation for Session 3 (10 minutes)

Instructional Purpose: Participants summarize key learning and will commit to a planning a short online session that will be delivered in Session 3.

Lesson 1	Summary and Post Session Planning for Session 3	10 minutes
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Module 10 - Welcome and Objectives (5 minutes)

Instructional Purpose: Participants feel welcome to the seminar and remove all distractions from the learning environment. Participants sense a safe learning environment that is collegial, interactive and purposeful. This section will include a brief 'road map' overview of the session ahead.

Lesson 1	Welcome and Objectives	5 minutes
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Module 11 - Practicing Virtual Delivery (75 minutes)

Instructional Purpose: Each participant will deliver a 3-minute session using the techniques that have been modeled throughout the seminar. Each Participants will receive peer feedback on their delivery and will be sent a recorded version of themselves delivering their session to review after the seminar has been completed.

Lesson 1	Virtual Delivery: Practice and Feedback	75 minutes
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Module 12 - Summary, Personal Commitment and Evaluation (10 minutes)

Instructional Purpose: Participants summarize key learning, agree to an area of development in relation to online delivery that they would like to commit to moving forward and will complete a seminar evaluation .

Lesson 1	Summary and Personal Commitment	9 minutes
Lesson 2	Evaluation	1 minute



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