

Getting ready for Virtual or Synchronous Learning



Learning Rocks – ASTD UK Meeting
Dominion Theatre, 7th October 2010

The challenge for us.....



I'll be right with you...This class is almost over.

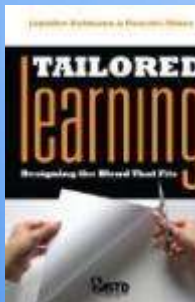
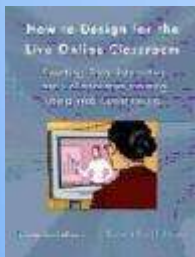
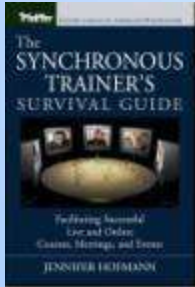
Over 15 Years of Experience

Instructional Design, Facilitating and Producing Live Online Classrooms sessions

Jennifer Hofmann
President – InSync Training LLC

Titles:

- *The Synchronous Trainer's Survival Guide*
- *Live & Online!*
- *How To Design For The Live Online Classroom*
- *Tailored Learning - Designing The Blend That Fits*



Some of our clients



MetLife

McKinsey & Company



Objectives



EXAMINE the changing roles of the training team and the new knowledge, skills and abilities necessary for (live) online facilitator success



DETERMINE the appropriate online event type



ENGAGE remote participants by creating effective learning environments and utilising facilitation techniques specific to the online environment

Changing Roles of the Training Team

Producer

Facilitator

Participant

*Instructional
Designer*

SME

IT Department

Line Manager

Job description??

Wanted: Synchronous Trainer

Experienced training professional.

Five years working as a synchronous facilitator
– multiple platform experience preferred.

Must be able to create HTML, PowerPoint™,
and use various authoring tools in order to
create engaging media.

Masters in Educational Technology preferred.

Required Competencies

Create a learning environment in which participants can successfully learn

Engage remote participants

Identify participant cues

Adopt a 'team teaching' approach

Utilise a 'producer'

Address technical issues with minimum impact

Manage participant behaviors

Choose the right delivery format

Meeting

Presentation

Webinar

**Learning
Event**

Prepare to be an online facilitator

Ready, Willing, and Enabled



Ready

Understand the online learner experience

Understand the design

Master the technology

Practice managing the blend

Willing

Believe in the effectiveness of online learning

Believe in the effectiveness of your online program

Be adaptable and flexible in developing the skills this environment requires

Enabled

Have time to get ready

Have time to decompress

Have time to teach

Have support for the blend – especially
intersession/asynchronous work

Have access to technical support

Create Audience Engagement



Engagement every 3 – 5 minutes

Breaks

Chatting

Q & A

Talking

Whiteboarding

Reading

Thinking

Testing

Storytelling



Team Teach – why use a producer

Speeds things up

Allows the trainer to focus on content, not technology

Back-Up in case of technology failure

Professional Producer

Trainer/Producer

“Facilitator-in-Training”

Use your voice

Vary your intonations

Use humor

Smile – they can “hear it”

Keep your energy up

Use hand gestures

Your Most **Important** Tool

Separate Voices

Producer

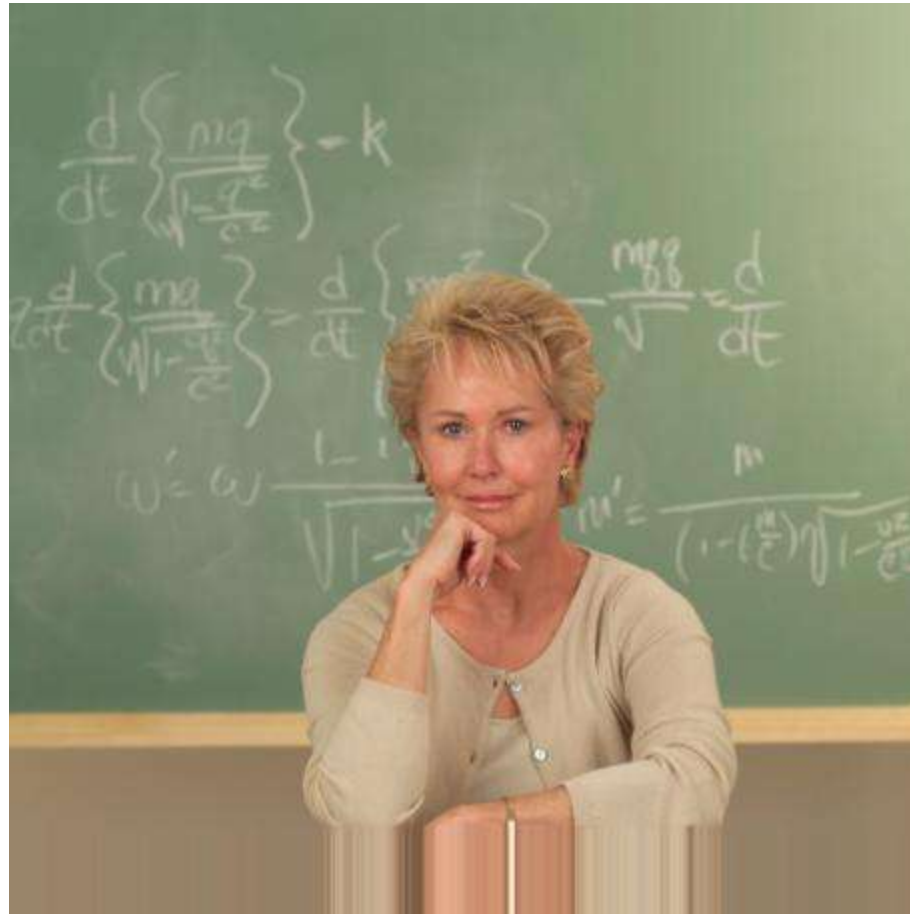


Participant

Ask questions that get a response



High Touch – Low Tech



Plan for the technology

Application Sharing

Breakout Rooms

Exercise Set up

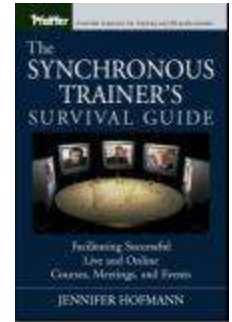
Media-Rich content

Above all else – Enjoy yourself

*If you don't,
no one
else will!*



Questions, Comments, Outbursts?



insynctraining.eu
Experts in synchronous learning

www.insynctraining-eu.com