

FIGHTING FAIR[★]

The Artistry of Facilitation: Training Virtually! will explore how to facilitate training in the virtual + online world. If you are moving from face-to-face (F2F) to virtual training this workshop will ensure your sessions are engaging, educational + fun!

This workshop is a dynamic + interactive one day course that will assist trainers to explore the theory and practical aspects of facilitating training groups in a virtual environment. The course will ensure participants have the knowledge, practical skills + confidence in preparing, delivering + reviewing virtual training sessions. The session will also focus on becoming an 'artist of (virtual) facilitation' by exploring and applying the subtle techniques + nuances of facilitation.

Scott was awarded Breakthrough Speaker of the Year 2021 due to his successful pivot to virtual. He has trained with the world masters of the virtual space and now he is the #1 virtual trainer in Australia. Scott has facilitated 140 live virtual workshops since April 2020.

Fighting Fair is also excited to offer the option of becoming a **Certified Virtual Trainer (CVT)**. This involves a 40min assessment post training. You can find the details below.

Learning outcomes

- Identify the differences between virtual and (face-to-face) F2F training.
- Identify all the elements of Zoom including break-out rooms, polling, whiteboard use, reactions, chat function, etc.
- Identify all the extra apps you can use to enhance the online experience, including Mentimeter, Jamboard, QR codes, wheel of names, Zoom DJ +++
- Identify the essential elements in preparing to train virtually – including the important settings in the Zoom platform.
- Identify and demonstrate strategies in dealing with various challenging group dynamics + behaviours.
- Identify the integral ingredients to ensure the training is relevant + engaging.
- Identify the requirements in creating a positive + supportive learning environment.
- Identify the considerations for creating a session plan (including the 3 primary adult learning styles + group contours).
- Identify your style of facilitation and how to incorporate your strengths as a facilitator.
- Identify and demonstrate characteristics of a mindful facilitator + what is required to become a (virtual) facilitation artist.



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CVT assessment criteria

To become a **Certified Virtual Training (CVT)**, there will be a 40-minute assessment that will incorporate elements of the following criteria:

1. Zoom features understanding + demonstration

Features: Polls/ breakout rooms /reactions/ virtual background/ screen sharing + slides/ filters + reactions/ annotation/ name changes/ chat function + direct message.

Settings (on zoom.com): Security (meeting passcode)/ waiting rooms/ private chat/ file sharing/ co-host/ polls/ annotation/ whiteboard/ meeting reactions/ re-joining/ renaming/ breakout rooms assignment/ virtual backgrounds.

Settings (in app): general/ video/ audio/ share screen/ chat.

2. Tech troubleshooting

How to assist if a participant's camera or sound is not working – directions and advice.

3. Tech / room setup

Assessment of sound clarity/ lighting (setting in Zoom optional)/ camera clarity/ background of video is clear + uncluttered.

4. External app demonstration

Choose an external app and demonstrate how to use: mentimeter (poll/ word cloud/ ranking/ scaling)/ google jamboard/ zoom DJ - itunes/ wonder/ wheel of names/ ahaslides/ miro + any app you want to demonstrate.

5. Providing a sample of your virtual training outline

Provide a 15-minute section of your virtual training to be assessed for the level of engagement.

6. Demonstration of your facilitation skills using part of your outline

Demonstrate a 5-minute section of your virtual training to assess your facilitation skills. Looking at how you would move between different activities, incorporate participants in the activities, use internal + external features and engagement techniques (e.g. questions, stories, etc).