



Pakistan Society for
Training & Development

TRAIN THE VIRTUAL TRAINER

The new normal has pushed us to work & communicate in a virtual setting. The core of this program is to demonstrate the importance of and how to, engage learners through virtual learning workshops. Since successful face to face classroom trainers are not necessarily successful virtual trainers, this course is developed to equip both new and experienced trainers with the needed skills to design and deliver effective virtual training.

Training Methodology

This course relies on virtual learning through digital platform. Breakout room exercises, group discussions, polling, annotating, using the white board, chatting, screen sharing, and other tools will be practiced. To get certified, participants will have to record a 10 minutes training session and send back to PSTD within 15 days after the completion of the course. PSTD will then share feedback report based on the submitted training videos..

01 - 04

FEB 2021

9:30am to 1:30pm

39,500/-

LEARN TO

- Design and deliver effective virtual trainings
- Virtually gain audience's attention quickly and overcome their resistance
- Use the right visual aids to engage a virtual audience
- Engage all trainees when learning needs and styles are different
- Prepare a plan for virtual session that works from the curriculum design to technical setup.

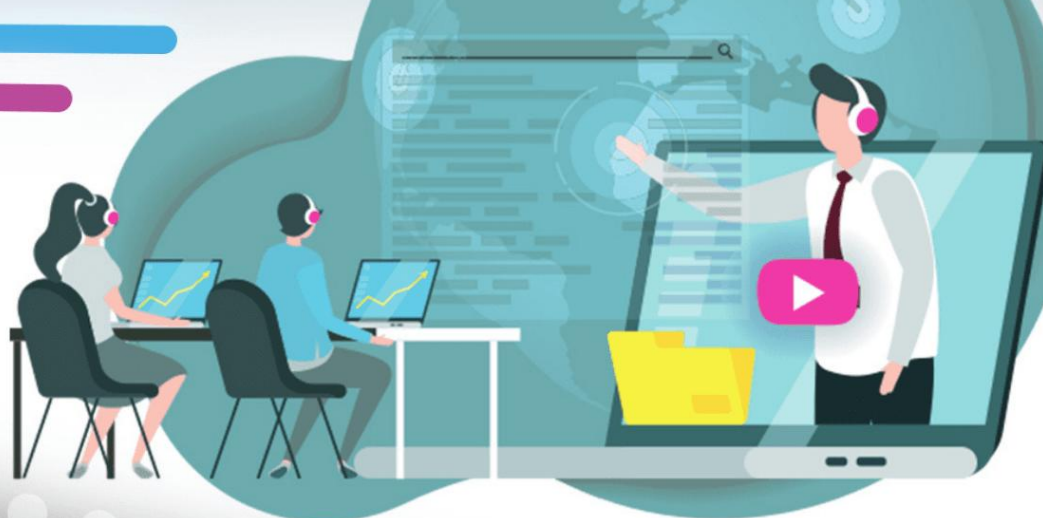
Asim Alee

**Omar Hayat
&
Sahil Adeem**



Who Should Attend

- Training L & D professionals
- Functional trainers across all industries
- Team leads and managers
- Classroom trainers



Outline

5 Modules 15 Hours

Module 1: Designing Virtual Training

- Characteristics of an effective virtual training session
- Preparing outline for a virtual training session
- Blueprint for a virtual training session
- Tips and tools to design training programs based on digital platform

Module 2: Instructional Design

- Design, develop, and deliver learning experiences for different audiences
- Apply strategies to develop effective eLearning courses that improve learner's performance.
- Science of learning to focus on how to design virtual training that delivers results.
- Tips and tools to design training programs based on digital platform
- Design training program for digital platform

Module 3: Engaging Virtual Learner

- Philosophy of virtual learning
- Characteristics of the virtual learner
- How to engage the virtual learner
- Help the virtual learner to minimize multitasking during the training

Module 4: Virtual Delivery

- Your image and first impression
- Asking the right questions
- Building rapport with participants
- Your listening skills
- Dos and don'ts when using online platforms
- Common virtual facilitation techniques
- Element of creativity.

Module 5: Virtual Platforms and Tech Confidence

- Types of virtual platforms
 - Zoom
 - Webx
 - MS Teams
- Types of interactive activities when using online platforms
 - Chat box
 - Annotate
 - White board
 - Screen sharing
 - Breakout rooms
 - Polling
 - Group discussions
 - Kahoot, Mentimeter
- Managing technical issues
- Command on tool
- Basic troubleshooting
- Role of digital coordinator

To register and for details



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