

## Virtual Facilitator Course Summaries

Description:	Virtual Facilitator Trainer Certification (VFTC) :	Virtual Facilitator Launch Pad (VFLP) :	Web Conference Essentials (WCE) :	Virtual Host Certification (VHC) :
<p><b>General summary of course</b></p>	<p>This program is intended for trainers who need a comprehensive approach to developing world-class virtual facilitation skills and practices. Like the VFLP course, this program also includes 3 live synchronous webinars with a Master Trainer but will also include completion of 12-20 hours of asynchronous learning to understand best practices of virtual facilitation, key differences between classroom and virtual training and design techniques.</p> <p>You will experience an individual coaching session (which includes hands-on practice with web conferencing tools) as well as design and facilitate a 20-minute virtual presentation with your peers during two three hour sessions.</p> <p>In addition, you may select one of two options to complete this program: 1) a one-on-one coaching session to further improve your mastery of the web conferencing platform tools OR 2) hosting assistance in your first live webinar delivery. (One of these options must be completed within 45 days of your completion of this program.)**</p>	<p>This program is intended for trainers who need to develop virtual facilitation skills for virtual delivery. This program includes 3 live synchronous webinars with a Master Trainer and completion of 4-8 hours of asynchronous learning to understand the best practices of virtual facilitation and the key differences between classroom and virtual training.</p> <p>You will experience an individual coaching session (which includes hands-on practice with web conferencing tools) as well as design and facilitate a 20-minute virtual presentation with your peers during two three-hour sessions.</p>	<p>This virtual training program is intended as an overview course to develop a basic understanding of virtual facilitation skills. You will understand best practices of virtual facilitation and the key differences between classroom and virtual facilitation.</p> <p>This program includes:</p> <p>3 live synchronous webinars with a Master Trainer as well as one pre and post asynchronous assignment. However, this program does not include individual hands-on practice.</p>	<p>This program will teach hosts and producers of webinars how to support presenters and manage the logistical and technical issues that could come up during a webinar. Public course done on Adobe Connect. Private courses available on Adobe Connect, WebEx, Microsoft Live Meeting or Citrix GoToTraining.</p>
<p><b>Ideal Target Participant</b></p>	<p>This program is our deepest dive virtual facilitator course and is intended for trainers who need a comprehensive approach to developing world-class virtual facilitation skills and practices.</p> <p>Ideal for solo trainers, Master Trainers, or those who would benefit from professional certification as part of their career development. Additional individual coaching and asynchronous assignments are completed as described above to provide an even greater depth of knowledge and more hands-on experiences.</p>	<p>This program is intended for trainers who need to develop or improve virtual facilitation skills and who are responsible for the facilitation of virtual training.</p> <p>This course provides hands-on experience with web conference platform tools through an individual coaching session and the design and facilitation of a 20-minute virtual presentation by each attendee.</p>	<p>This program is intended as an overview course to develop a basic understanding of virtual facilitation skills and does not include hands-on practice.</p> <p>Ideal for organizations and trainers with a limited budget and time constraints who are looking for a high level understanding of the key principles of effective web conference facilitation and presentation.</p>	<p>This program is Intended for hosts and producers who support webinar presenters in webinar sessions. Most effective webinar training requires the assistance of a host or producer so that the presenter / trainer can focus on the content.</p> <p>This course is aimed specifically at the needs of webinar hosts supporting these presenters.</p>

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<b>Number of hours of live, synchronous learning sessions including coaching and trainbacks</b>	A total of 11.5 hours to include the following: a) 3.75 hours during 3 live synchronous sessions; b) A 45-minute 1-on-1 coaching session; c) Two 3 hour sessions where you and 5 peer attendees will present individual 20-minute virtual presentations; and d) Your choice of an additional 60-minute coaching session OR hosting for your first live virtual session.**	A total of 10.5 hours to include the following: a) 3.75 hours during 3 live synchronous sessions; b) A 45-minute 1-on-1 coaching session; c) Two 3 hour sessions where you and 5 peer attendees will present individual 20-minute virtual presentations.	3.75 hours total, over three webinar sessions	Between 4 - 5 hours. Varies depending on # of participants. Includes the following: a) 2.5 hours during 2 live synchronous sessions; b) A 30-minute 1-on-1 private coaching / prep session; c) Two 3 hour sessions where you and 5 peer attendees will host individual 20-minute virtual webinar trainback.
<b>Total # of hours - Asynchronous collaborative learning</b>	12 to 20 hours (of which 3 hours is trainback preparation)	4 to 8 hours of asynchronous learning (of which 3 hours is trainback preparation)	2 hours of asynchronous learning (no trainback preparation)	4 to 5 hours (of which 2 hours is trainback preparation)
<b>Course duration in # of weeks</b>	For either Public or Private Course: 4 weeks. Due to asynchronous requirements typically not delivered in a shorter window.	Public course: Four weeks due to asynchronous requirements. Private course may be scheduled within shorter window based upon requirements.	Public course: Three weeks. Private Course: Flexible. Could be completed within 1 week	2 - 3 weeks (depending on how client wishes to schedule sessions)
<b>NetSpeed Fast Tracks included?</b>	Yes	Yes	No	Yes
<b>Trainback included?</b>	Yes	Yes	No	Yes
<b>Great Webinars book included?</b>	Yes	Yes	Yes	Yes
<b>Additional Coaching Assistance</b>	* Option of either: an NSLS host to support trainer's first delivery or private one-hour coaching session with NSLS Master Host.  (Note: Hosting support or one-on-one coaching session must take place within 45 days of trainback.)	No	No	Not Applicable

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<b>Per Person Investment – Public Session</b>	\$1595 per person	\$995 per person	\$595 per person	\$695 per person
<b>Private sessions available?</b>	Yes. For Private session, the minimum fee is \$15,000 (for up to 10 participants)	Yes. For Private session, the minimum fee is \$15,000	Yes. For Private session, the minimum fee is \$15,000	Yes. For Private session, the minimum fee is \$7,000 (for up to 10 participants)
<b>Additional optional costs</b>	\$350/person for master trainer to observe and critique first webinar delivery (up to 60 minutes)	\$350/person for master trainer to observe and critique first webinar delivery (up to 60 minutes)	\$350/person for master trainer to observe and critique first webinar delivery (up to 60 minutes)	\$250/person for master trainer to observe and critique first webinar delivery (up to 60 minutes)
<b>Maximum # of potential participants for a private session</b>	15 participants	15 participants	20 participants	15 participants

### Session Summaries for first three sessions of WCE, VFLP and VFTC programs:

Webinar 1: The Virtual Facilitator (75 minutes)

Webinar 2: Successful Delivery/Learning Transfer (60 minutes)

Webinar 3: From Chalkboard to Keyboard: Hands-on Demonstration Webinar (90 minutes)

For Private Virtual Facilitator sessions, the third session can be customized to address specific webinar delivery issues or topics of your preference.

Individual coaching sessions will also be based upon your web conference platform (among the following web conference platforms:

Adobe Connect, WebEx, Live Meeting or Citrix GoToTraining.)

Platforms other than these must be individually requested and approved.

\*\*For the VFTC program, your choice of the additional individual coaching session OR having NSLS hosting support for your first webinar delivery is available on the following platforms: Adobe Connect, WebEx, Microsoft Live Meeting or Citrix Go to Training. Platforms other than these must be individually requested and approved.