

VIRTUAL FACILITATION ONLINE 2019

COURSE DESCRIPTION

Learn to lead engaging online meetings that elicit innovative thinking and creative problem solving.:

Gain competency in designing and leading virtual meetings that engage participants in multiple ways.

Build your confidence as a virtual facilitator

Learn tools and techniques to elicit participation, enable meaningful discussion and accomplish virtual work.



LEARNING OBJECTIVES

To develop basic skills essential to virtual facilitation, including how to use tested and proven collaboration techniques.

- **Adobe Connect** - a flexible virtual collaboration platform where participants can build engaging meetings through the use of electronic sticky walls, virtual breakout rooms, and a variety of pods that elicit participation. We discuss strategies to simulate Adobe's engagement features in other platforms when there is participant interest.

WHO SHOULD ATTEND THIS COURSE?

This course is intended for anyone who is leading virtual meetings, virtual training, or webinars. Project Managers

- Team Leaders • Facilitators • Trainers • Educators • Coaches
- Sales People • Community Organizers • Public Health

THE NITTY GRITTY

Participants experience practical, hands on learning:

- **PRACTICE** - design and conduct 2 virtual Focused Conversations with a partner and the class as participants.
- **COACHING** - Use one hour of one-on-one coaching from an instructor any way you like - cover a topic you missed, polish a skill or go deeper.
- **FEEDBACK** - Receive peer and instructor feedback during practice sessions.
- **CLASSROOM** - Eight virtual sessions using Adobe Connect.
- **ASSIGNMENTS** - 1-2 hours of assignments between sessions and with a partner in preparation for practice deepens learning.

HOW TO REGISTER

<http://www.top-training.net>

For more information, contact instructors
Ester Mae Cox, IA, USA Registrar
Nileen Verbeten, CA USA Registrar
Orla Cronin, UK

SESSION PLAN:

1. Introduction: Orienting Participants to Adobe Connect
2. Setting-up an Adobe Connect Meeting Room
3. Practice with Pods, Elements of Focused Conversation
4. Virtual Focused Conversation and Layouts
5. Participant-led Virtual Focused Conversations (2 hours)
6. Breakout Rooms
7. Using Special Features
8. Participant-led Focused Conversations (2 hours)

2019 COURSE DATES/TIME

(8 weekly Thursday or Friday sessions)

WINTER - 8 Thursdays January 10 - February 28

SPRING - 8 Fridays March 29 - May 17

SUMMER - 8 Fridays July 12 - August 30

FALL - 8 Thursdays October 3 - November 21

2019 FRIDAY TIMES:

10:00 AM - 11:30 AM Pacific
11:00 AM - 12:30 PM Mountain
12:00 PM - 1:30 PM Central
1:00 PM - 2:30 PM Eastern
18:00 GMT - UK

2019 THURSDAY TIMES:

7 - 8:30 AM - Pacific
8 - 9:30 AM - Mountain
9 - 10:30 AM Central
10 - 11:30 AM Eastern
15:00 GMT - UK

TECHNICAL REQUIREMENTS

- A PC with up-to-date software. For details, go to AdobeConnect.
- A computer headset with microphone (we recommend analog)
- Participants receive a free trial license of Adobe Connect

PRICING

- The class is limited to 12 participants - sign up early!
- ICA-USA has implemented a tiered pricing schedule. Your fee is determined by your organizational affiliation.
 - Corporate & Large Nonprofits (Budget > \$5 million) - \$1,250
 - State & Local Government Agencies - \$950
 - Independent Professionals & Mid-sized Nonprofits (Budget \$1 - \$5 million) - \$850
 - Small Nonprofits / Grassroots Community Based Organizations (Budget < \$1 million) - \$500
 - Student (ID required) - \$500



Receive an early bird discount when you register 3 weeks or more before the start date.

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