Delivering Online Training Effectively

Date:	**25th April 2024**
Location:	**Clinical Practice Centre, Seminar Room 1**
CPD Points:	**6**
Times:	**9am-4pm**
Facilitator:	**Jane Grant**

Remote working is now integrated into our working patterns. Delivering training online is efficient but requires an additional set of skills versus Classroom training, if it is to achieve effective learning. This course will improve delegates' abilities to deliver effective training online. The course will consider both the technical / IT aspects, and the engagement component of training online. Delegates will learn how to tailor their approach to best meet the needs of the group they are training, using a mix of Open discussion, Breakout rooms, Polls and Chat. The course will (of course!) be highly interactive, with plenty of opportunities to practice.

Measurable Aims: At the end of this programme, the delegate can:

➢ Set up and invite attendees to an online meeting (Zoom & Teams)
➢ Understand both when & how to Share screen
➢ Use Breakout rooms effectively
➢ Use Polls effectively
➢ Describe the different engagement styles of learners when online, and tailor their approach to enable the most learning from each individual on the course
➢ Plan a learning session that incorporates a mix of different activities and balances the volume / intensity of content to be taught, with the learners' energy levels as they fluctuate through a day's training

The Programme Includes:

➢ Functional Skills in both Zoom and Teams, including:
➢ Engagement Skills
    o Creating an environment where people are willing to contribute
➢ Managing the Time
➢ Managing difficult individuals – eg No engagement / Dominating the talking / A persistent negative voice / Late back from breaks
➢ Managing difficult groups

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