



# VIRTUAL FACILITATION TRAINING

November 17, 18 & 19

2:00-4:00 ET

As the request for virtual training continues to rise, virtual facilitation is a necessary core competency for trainers. In this environment, training success requires unique skills related to audience engagement, trainer voice and delivery of content, curriculum design, and confidence to multitask in a technical setting. Attend this training and obtain the foundational knowledge and skills needed to successfully design and facilitate an online/virtual training.

**FORMAT:** Three, 2- hour live virtual sessions

**PRICE:** \$895

**LEVEL:** Beginner

**CREDITS:** 6 CEU/SHRM PDC

## **AGENDA & TRAINING OBJECTIVES**

### **Session 1: Transition to a Virtual Trainer**

At the completion of this session, participants will be able to:

- Identify steps necessary to transition from face-to-face training to online training.
- Identify and select appropriate online delivery formats.
- Recognize different virtual training platforms and training functions within the platforms.

### **Session 2: Engaging Learners**

At the completion of this session, participants will be able to:

- Define online interaction and collaboration.
- Apply techniques for keeping learners energized, focused, and motivated.
- Utilize online interaction and collaboration tools such as whiteboard, chat functions, emoji responses, breakout rooms, and discussion boards.

### **Session 3: Designing Curriculum**

At the completion of this session, participants will be able to:

- Design curriculum to include pre-, post-, and intersession work.
- Design curriculum to include self-directed and interactive activities.
- Modify face-to-face curriculum for online delivery.

## **ATTENDANCE POLICY**

The program is design for individual participation; therefore, please do not share a computer or workspace with another person during this workshop. Participants completing this training will receive a certificate of completion and are eligible to receive 6 CEU or PDC credits.

Participation in all online sessions at their currently scheduled day and time is mandatory to receive a completion certificate and any applicable credits. In addition to full participation, participants must complete the post course evaluation to receive the certificate.

To maximize participant learning, active participation is required throughout the training to receive credit for the class. Active participation includes, but is not limited to, participating in virtual classroom activities, discussions, intersession work, and post-course evaluation.

## **TECHNICAL REQUIREMENTS**

A laptop or desktop with internet connectivity is required for this training. In addition, a telephone with headset is recommended for the audio portion of the training. A smartphone, tablet, or iPad is not recommended for viewing the training.

## **INTERSESSION WORK**

After each live session, participants will be e-mailed a link to complete an online quiz. The purpose of the quiz is to assess your learning while also informing the instructor of concepts that may need reinforcing during the next session. A passing grade of 80% or above is required to receive a completion certificate and if participants do not achieve a passing grade of 80%, a second attempt will be provided.

## ABOUT THE INSTRUCTOR

### Dr. Melissa Furman, MS, DBA

Dr. Melissa Furman's passion for guiding individuals with career, professional, and leadership development inspired her to launch Career Potential to help individuals achieve and organizations succeed. As the owner and founder of Career Potential, Dr. Furman provides consulting and delivers highly engaging and interactive training sessions.

Dr. Furman previously served as the assistant dean and currently serves as a faculty member at the James M. Hull College of Business at Augusta University in Augusta, Georgia and with the Georgia Tech Professional Education (GTPE)-Savannah Campus. Her research includes generational diversity, unconscious bias, career and leadership development, emotional intelligence, and assisting technical professionals transition into management roles.



With 20 years of academic training and experience, Dr. Furman is known as a subject matter expert and provides a knowledge of diverse learning styles. Using modern techniques and technology she delivers engaging, relatable content. She offers individual coaching and organizational consulting services to corporate, non-profit, and government organizations, as well as serves as a speaker at state, national, and international conferences.

Dr. Furman obtained her Doctorate of Business degree and Masters of Science degree in Professional Counseling from Georgia State University and her Bachelor of Arts degree in Psychology from Susquehanna University. She is a National Certified Counselor (NCC) and has obtained multiple certifications to be able to administer assessment tools that measure behavioral styles, emotional intelligence, leadership development, and career development to name a few.

Dr. Furman was recently awarded "Faculty Member of the Year" by the Augusta University Student Government Association, designated as a "Top 10 in 10 Young Professional to Watch" by the Augusta Metro Chamber of Commerce, and nominated for Georgia Trend Magazine's "Top 40 under 40".



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### CONTACT:

[support@CompetitiveEdgeInc.com](mailto:support@CompetitiveEdgeInc.com)

Phone: 770.487.6460

Fax: 770.319.0313

P.O. Box 724705, Atlanta, GA 31139

# Virtual Facilitation Training

November 17, 18, & 19: 2:00 - 4:00 Eastern

## REGISTRATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Referred By: \_\_\_\_\_

## PAYMENT INFORMATION:

**Registration Fee : \$895**

*(2 or more from the same organization, use promo code 50 to save \$50 on each registration)*

Promo Code : \_\_\_\_\_

**Please select payment type:**

Credit Card

Invoice

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

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