



## *Webinar Training Coaching Services*

### *For Designing & Delivering Effective Webinar/Virtual Classroom Training Courses*

Kairos Learning Coaching Services are conducted virtually and tailored to meet the needs of the trainer or presenter. Coaching sessions typically provide a combination of: 1) discussion on design and facilitation techniques and strategies, 2) critique of course design and training materials, 3) real-time coaching on the trainer's facilitation skills in practice sessions, and 4) resources.

#### Sessions can focus upon:

##### Webinar Training Design

- Determining learner analysis questions to ask specifically for webinar training programs
- Considerations when creating a high level training design plan for webinars
- Techniques for creating frequent participant interactivity that meets the course's learning outcomes
- Building PowerPoint presentations for maximum engagement
- Techniques for converting a classroom exercise into one that works for a virtual classroom using webinar tools like chat, polling, white boarding, and web browsing
- Effective design techniques for instruction guides, production notes, and participant guides

##### Webinar Training Course Production

- Webinar training preparation steps to use with your audience, your client contact, yourself, and your producer
- Working effectively with your client contact on webinar adoption considerations
- Working effectively with a Producer/Host
- Technical considerations

##### Webinar Training Facilitation

- Techniques for teaching participants when you don't have the familiar visual cues of the classroom
- Using your voice as a key instructional tool in the virtual environment
- Setting virtual classroom ground rules and tools demos
- Strategies for creating learner engagement
- Techniques for managing difficult participants in a virtual classroom
- Crowd control management tips
- Facilitating collaborative exercises using chat, whiteboard, polling
- Working with the webinar tools & features while facilitating
- Pros and cons for web browsing and using audio
- Managing technical problems
- Disaster recovery strategies

##### Webinar Platform Selection

- Understanding the pros and cons of using different webinar platforms including which tools and features are available with which webinar platforms

| For information on Coaching Services, please contact Kathleen Sexton at Kairos Learning | email: [Kathleen@kairoslearning.com](mailto:Kathleen@kairoslearning.com) | phone: 408-364-0321 | website: [www.kairoslearning.com](http://www.kairoslearning.com) |