TRAIN IN YOUR FIELD OF EXPERTISE ONLINE

Learn how to develop interactive training courses

You wish to prepare or to adapt a training course to an online format, or a hybrid format suitable both for face-to-face and distance learning sessions.

What are the right practices to adopt during training? How can you catch the attention of your audience and make yourself understood?

And more importantly, what is the best way to use video conferencing tools, like Zoom or Teams, in synchronous mode?

This training course in small groups will allow you to develop and lead effective and attractive training courses.

Objectives

Master the use of basic training tools
Know how to set up a training action
Adopt the right behaviors during training actions
Demonstrate physical commitment Adapt the program to an online format
Promote interactions with a group of participants

Training duration

2 days for in-person sessions
Or four half-days for online sessions

Number of participants

Up to 6

Audience

Anyone who have to occasionally lead training courses online

Educational resources

Theoretical and methodological background, practice on material brought by participants, group exchanges, exercises

Evaluation procedures

Questionnaire at the beginning and at the end of training (self-evaluation)

Prerequisites

None

Program

Learn how to set up a training action
Understand the process of a training action
Build a dynamic educational sequence
Assess your training actions

Adopt the right behaviors during training actions
Understand the needs of a group in training
Express yourself with conviction and clarity
Handle hard times efficiently

Demonstrate physical commitment
Use body language and eye expression
Speak with conviction
Change intonation: silences, questions, speech rate

Adapt the program to an online format
Change the training course schedule for online sessions
Anticipate image, sound and background
Provide exercises during and between sessions

Promote interactions with a group of participants
Use the whiteboard, chat and non-verbal exchanges
Include videos, music
Prepare polls and use breakout rooms for subgroups

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