

Facilitate a virtual class



FE-32 1 Days (7 Hours)

Description

This very dense day is focused on getting to grips with the functionalities of a virtual classroom tool, and on mastering the design and animation techniques specific to this distance training modality. Training will take place on Adobe Connect. Transposing knowledge to other tools (Skype pro, Webex, etc.) is easy. For greater efficiency, preparatory work is required of participants before the training day.

Who is this training for ?

For whom

Trainer, permanent or occasional, required to lead a virtual class.

Prerequisites

Aucune

Training objectives

- Determine the benefits and conditions for success of a virtual classroom
- Design a virtual classroom
- Use the functionalities of a virtual classroom tool wisely
- Lead a virtual class

Training program

Déterminer les bénéfices et les conditions de réussite d'une classe virtuelle Les différents usages de la classe virtuelle.

- Conditions for success: technical environment, participant environment, interactivity ...
- Make the choices best suited to the environment: telephone / voice over IP...

Concevoir une classe virtuelle Définir les objectifs visés. Délimiter le contenu à traiter. Séquencer la classe virtuelle.

- Aim for an optimum level of interactivity.
- Take into account the functionalities of the tool used: whiteboard, drawing and writing tools; screen sharing; chat '...

Susciter l'intérêt et maintenir le niveau d'attention des participants

- Start the virtual class well: welcome the participants; integrate everyone; establish the rules of good conduct.
- Host 'like on the radio': use your voice well; set the right rhythm .
- Generate interactions: ensure the commitment of each participant.

Intégrer la classe virtuelle dans un dispositif de formation

- Position the virtual class in the system: upstream, inter-sessions, downstream.
- Design a system entirely in a virtual class.
- Evaluate the training acquired in virtual classroom.