

# The Virtual Facilitator

## Leading Interactive TeleCalls, Online Classes, Meetings and Webinars

**The Virtual Facilitator** is a TeleClass/Web e-learning program on how to get great results from virtual meetings, webinars, and online classes, through effective design, facilitation of engaging process, and right use of technology. This series of three 1.5 hour interactive virtual classes on consecutive weeks offers a practical foundation in the secrets to facilitating Great Virtual Meetings.

*"Outstanding experience – well organized, well executed, and great value! We learned how to plan and manage for successful virtual interactions with groups from under 10 to over 100; sampled virtual tools and techniques; and received a virtual library of support material."*  
– MH



### Learning Objectives

- Explore the challenges of and possibilities for meeting in virtual space.
- Learn how to achieve greater meeting involvement through sharing information, idea generation and engagement.
- Discover the principles and techniques for designing effective virtual meetings and classes that engage participants.
- Acquire tools for keeping group focus, for creating interesting and worthwhile classes and for ensuring each participant feels s/he is learning and contributing.
- Gain frameworks, keys and tips for designing and facilitating great virtual meetings, webinars and classes.

### Ideal For

This learning program is for managers, team/project leaders, professionals and instructors - anyone interested in enhancing their overall skill and competency in designing and facilitating engaging virtual meetings and learning programs.

*"What I found invaluable about the workshop was that we actually got hands-on experience using several virtual tools. The best practices and processes were very practical and the materials clear, concise and comprehensive. I gleaned many practical tips that I have already applied at my workplace. Highly recommended!"* – PS

## Benefits

You will gain insights, techniques, methods and tools to become proficient at getting great results from virtual meetings, whether TeleCalls, Online Classes or Webinars, through effective design, facilitation of engaging process and right use of technology. You will experience highly interactive virtual classes and receive a comprehensive reference binder.

After you have completed **The Virtual Facilitator**, your virtual meeting participants are likely to say, "This was not a typical boring virtual meeting. You kept us focused, engaged, and learning all the way through. You kept our interest and attention with a variety of methods, and ensured that everyone contributed their ideas to the focus topic. I didn't have time to multi-task nor did I want to! This is my new standard for how all virtual meetings should be run!"

## Course Focus

Each of the interactive virtual classes is designed around the Great Virtual Meetings formula: Right Technology + Solid Preparation + Interactive Process = Great Virtual Meetings

## Sample Agenda Topics

TeleCalls	Webinars/ Meetings/Classes	Tools, Skills & Techniques
• Virtual Facilitation Roles	• Web Tools Beyond TeleClass	• Pre-Readings and Work
• Solid Preparation:	• Preparation	• Interactive Process
• Tips for Effective Conference Calls	• Techniques for Interactive Webinars	• Specific Techniques for Engaging Participants
• Preparing Participants	• Proper Technology	• Facilitator's Toolkit for Managing Virtual Meetings
• Agreements & Etiquette	• Tips for Facilitating With Technology	• Techniques for Engaging Different Size Groups
• TeleClass Basics & Options	• Range of Virtual Platforms & Tools	

## About Us

At Masterful Facilitation Institute, we support your journey to Great Meetings. We build your skill and boost your confidence so you can design and facilitate effective meetings, every time, for any purpose. Every course we teach is grounded in decades of professional facilitation practice and adult education. Our goal is to ensure the highest levels of understanding, retention and transferability, in a safe, inspiring and gracious learning environment.

Registration Information Master Schedule — <http://www.masterfulfacilitation.com/courses.pdf>

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