

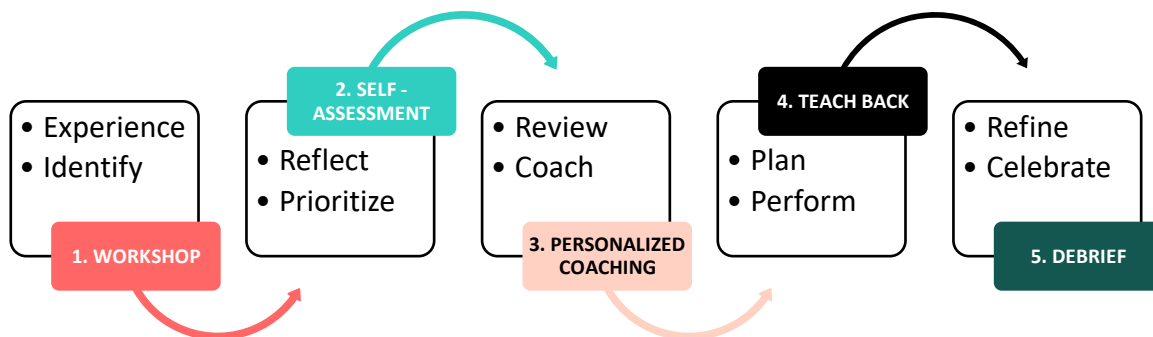
APPLIED VIRTUAL FACILITATION for Teams



Applied Virtual Facilitation is an intensive, hands-on learning and coaching program designed to enhance your virtual facilitation, instructional design, and technical/production skills. In today's digital landscape, the ability to effectively engage and educate participants in an online environment is a valuable and in-demand skill. This certificate program offers a personalized and guided journey through five distinct phases to ensure you become a proficient virtual training professional.

The Applied Virtual Facilitation program is divided into five comprehensive phases, each designed to build and refine your virtual facilitation capabilities.

1. Kickoff Workshop
2. Self-Assessment and Inquiry
3. Personalized Coaching Experience
4. Application of Skills Teach Back Workshop
5. A Workshop to Reflect, Refine, and Celebrate!



Through ongoing coaching and feedback, you'll experience continuous growth and refinement of your virtual facilitation skills, explore best practices and innovative strategies to keep participants engaged and motivated. This is a pivotal part of your journey toward growing as a confident and proficient virtual facilitator.

At the completion of the program, each participant earns a certificate and a badge, powered by Credly.

The Final Workshop are a culmination of the Applied Virtual Facilitation program, providing a stage for candidates to shine as confident and proficient virtual facilitators. It's a dynamic and interactive event where they will demonstrate skills, receive valuable feedback, and celebrate growth with peers. These two workshops not only mark the completion of the program but also the beginning of a successful journey as a highly effective virtual facilitator.



- ✓ 5 hours of live group instruction
- ✓ 12 hours independent application assignments
- ✓ 3 hours of 1:1 coaching and feedback
- ✓ Interactive discussion board for online collaboration
- ✓ Resources, templates, tools, articles, and suggested reading
- ✓ Technology recommendations and guidance

<p>Phase 1</p> <ul style="list-style-type: none"> • Experience • Prioritize <p style="text-align: center;">WORKSHOP</p>	<p>Irresistible Virtual Training Workshop – 2 hours</p> <p>The Kickoff Workshop is the starting point of your journey in the Applied Virtual Facilitation program. This immersive, hands-on workshop is designed to set the stage for your learning experience and provide everyone with a solid foundation in virtual facilitation. Led by Kassy, an experienced virtual facilitator and coach, this workshop is an opportunity to observe, learn, and practice the essential skills and techniques that you'll be refining throughout the program.</p> <p><i>Workshop Description</i></p> <p>Learning online is now commonplace. Unfortunately, engaging attendees to participate, to come on camera, and to unmute can be like “herding cats,” as the saying goes. Establishing a comfortable, safe, and technically sound online learning environment is essential. Meaningful and relevant activities are the secret. Like tasty treats and fresh catnip, attendees will be unable to resist actively participating in your virtual training when you use these learning activities and a “never fail” debrief strategy to involve them! Invite participants to take charge of their learning and experience virtual training like they’ve never seen before.</p> <p><i>Walk away with a participant manual and:</i></p> <ul style="list-style-type: none"> • 4-6 ready to use virtual learning activity examples • 1 “never fail” debrief strategy to reflect on, validate, and encourage learning • 1 job aid to assist you to make your own virtual learning activities • An excellent understanding of virtual training design and delivery strategies that truly engage
<p>Phase 2</p> <p style="text-align: center;">SELF - ASSESSMENT</p> <ul style="list-style-type: none"> • Reflect • Identify 	<p>Self-Assessment: Virtual Training</p> <p>This portion of the program helps identify their strengths and areas for improvement in virtual facilitation. Each candidate completes a comprehensive self-assessment to identify their unique learning needs. This helps them to explore key concepts and principles of virtual facilitation to set the foundation for growth.</p>

	<p>A self-assessment and a reflection identifying strengths and areas of improvement is completed and sent along with an up to 30-minute recording of themselves delivering a virtual training to your expert virtual facilitation coach for review.</p>
<p>Phase 3</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> • Review • Coach </div> <div style="background-color: #f8d7da; padding: 5px; margin: 10px 0; text-align: center;"> PERSONALIZED COACHING </div>	<p>Review and Personalized Coaching plan</p> <p>In Phase 3 of the Applied Virtual Facilitation program, your journey takes a deeper dive into the art of observation, feedback, and coaching. This phase is designed to enhance your virtual facilitation skills by having an expert virtual facilitator and coach review your self- assessment and observe your recorded virtual session and provide valuable feedback along with a coaching plan.</p> <p>Building on the insights gained from the feedback provided in Phase 2, Phase 3 focuses on personalized coaching and guidance, ensuring your ongoing growth and development as a virtual facilitator.</p> <p>Key Highlights:</p> <ul style="list-style-type: none"> • Personalized Coaching Plan: A facilitation coach will work with each candidate to create a tailored coaching plan based on the feedback. This plan is designed to address their specific needs, building on strengths and addressing areas for improvement. Assignments, tools, templates, and resources to assist are provided. • 1:1 Coaching Sessions: Engage in up to 4 hours of 1:1 coaching with a dedicated facilitation coach. These sessions provide a platform to practice, receive feedback, and refine facilitation skills in a supportive and constructive environment. • Expert Guidance: Benefit from the knowledge and experience of a facilitation coach, who will share expert insights, strategies, and best practices. Receive actionable advice to help excel in the virtual facilitation landscape and prepare for the final teach back project in Phase 4.
<p>Phase 4</p> <div style="background-color: #343a40; color: white; padding: 5px; margin: 10px 0; text-align: center;"> TEACHBACK </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <ul style="list-style-type: none"> • Perform • Plan </div>	<p>Showcase and Teach Back</p> <p>The Final Phase 4 of the Applied Virtual Facilitation program is the culmination of your journey, where candidates have the opportunity to apply the knowledge, skills, and coaching you've acquired throughout the program. This workshop serves as a platform for participants to showcase their growth and competence as virtual facilitators in a teach-back setting.</p> <p>Key Highlights:</p> <ul style="list-style-type: none"> • Teach Back Session: In this interactive workshop, each participant will take the virtual stage to facilitate a live session. This is the moment to put everything learned into practice. Take the opportunity to engage peers and demonstrate newly advanced virtual facilitation skills.

	<ul style="list-style-type: none"> • Peer Audience: Fellow participants, who have been on a parallel journey of learning and growth, will form the audience. This provides a supportive and knowledgeable group to showcase skills to and receive constructive feedback. • Facilitation Coach Guidance: An experienced facilitation coach will be present to observe, provide real-time feedback, and offer insights the teach-back session is conducted. This guidance ensures ongoing expert support as skills are applied. • Feedback and Peer Evaluation: After each participant's teach-back session, the group will engage in feedback and evaluation discussions. This collaborative process encourages peer learning and allows participants to share their observations and insights with one another.
<p>Phase 5</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> • Refine • Celebrate </div> <div style="background-color: #1a522a; color: white; padding: 5px; text-align: center; margin-bottom: 10px;">5. DEBRIEF</div>	<p>Unveiling Success: A Debrief to Reflect, Refine, and Propel Forward - 1 hour</p> <p>This concise and insightful debrief meeting wraps up our applied coaching experience. In this session, we'll reflect on the journey you've undertaken in enhancing your virtual training skills through our tailored live online certificate program. This debrief is an opportunity to share your experiences, discuss breakthrough moments, and address any challenges encountered.</p> <p>We'll focus on key takeaways, allowing you to articulate how the acquired skills and knowledge can be applied in your specific professional context. This brief but impactful meeting aims to solidify your learning, provide closure to the coaching experience, and ensure that you leave with a clear understanding of how to integrate your newfound expertise into your virtual training practices.</p> <p>Come ready to engage in a collaborative discussion, celebrate achievements, and outline actionable steps for continued growth in your role as a savvy virtual trainer. Let's make this debrief a valuable part of your ongoing journey toward mastering the art of virtual training into your future!</p> <p>Key Highlights:</p> <ul style="list-style-type: none"> • Certificate Presentation: At the conclusion of this Final Workshop, participants who have successfully completed the program, including the teach-back session, will be presented with their well-deserved Applied Virtual Facilitation certificate and badge, marking their achievement as advanced virtual facilitators. • Reflection and Growth: The workshop also provides a platform for reflection on the journey, sharing growth experiences, and setting future goals for their virtual facilitation careers. It's an excellent opportunity to celebrate achievements and consider what comes next.

Investment

DESCRIPTION	US Dollar AMOUNT
<p>Program package including kickoff + teach back + debrief workshops</p> <ul style="list-style-type: none"> • All candidates must attend • An invitation to the entire company is extended 	<p><i>Please meet with Kassy to discuss.</i></p>
<p>Self-assessment and recording review, coaching plan, and 1:1 coaching meetings, email and phone communications, and access to a collaborative discussion board.</p>	<p><i>Please meet with Kassy to discuss.</i></p>

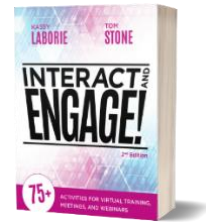
KASSY LABORIE is a professional speaker, author, and Virtual Training Pioneer at Kassy LaBorie Consulting, LLC. She is a facilitator and trainer who specializes in human connection in a remote world. She has presented to thousands of people around the world on topics such as virtual learning design and delivery, remote team leadership, and using live online technology in engaging and creative ways. Kassy loves helping organizations, learning teams, and training professionals experience success while working in a digital world.



Take your remote working life from *blah* to **AHA!**

In her previous role at Dale Carnegie Training, she was the director of virtual training services, a consultancy that partners with organizations to help them develop successful online training strategies. Kassy also served as the product design architect responsible for developing the company's live online training product and experience. Prior to this, she was an independent master virtual trainer, a Microsoft software trainer, and a senior trainer at Webex, where she helped build and deliver training at the very first version of the Webex University.

Kassy is the co-author of *Interact and Engage! 75+ Activities for Virtual Training, Meetings, and Webinars* (ATD Press 2022) and the author of *Producing Virtual Training, Meetings, and Webinars* (ATD Press 2021). A frequent speaker at industry conferences since 2006, she has presented at Training Magazine events including their yearly conference and Online Learning Conferences, Chief Learning Officer symposiums, The Virtual Learning Show, ATD's TechKnowledge and International Conference & Exposition, DevLearn, Learning Solutions, and other Learning Guild conferences, as well as many local ATD Chapter events.



To book Kassy as a keynote for your next event, visit www.KassySpeaks.com
For more information about Kassy, visit her website: www.KassyConsulting.com