

LEADERSHIP & MANAGEMENT

QNET presents:

FACILITATION IN A VIRTUAL ENVIRONMENT

Thursday, May 28, 2020 - offered in a Virtual format:

- Pre-workshop activities – will be emailed in advance of the workshop
- Virtual (Real Time) Workshop – Thursday, May 28, 2020 from 9:00 a.m. to 12:00 noon
- Post-work assignment (proof of learning) – to be submitted for feedback following the workshop

Note: This training qualifies as a core (full day) course in the QNET Certificate in Facilitation & Design (CFD)

Meetings, presentations and learning events are more frequently being offered in virtual environments where it can be challenging to keep groups focused and on track.

In this workshop, you will look at the unique challenges of virtual facilitation and develop the ability to use a variety of interactive techniques and activities that create successful virtual sessions. You will be able understand how to use your presentation software functions to increase engagement, establish motivation and maximize participation. You will also look at techniques to manage time, keep the group's attention, and meet the session goals.

WORKSHOP OBJECTIVES:

- apply theories of adult learning to virtual session design and facilitation
- identify opportunities to create interactivity using activities and feedback
- determine how to best make use of virtual presentation software to engage participants
- establish and maintain a positive climate in a virtual environment
- create audience-focused objectives
- verbalize transitions and link activities
- troubleshoot common virtual session issues



FACILITATOR: Susan Portelance, Associate, Eclectic Communications

Susan Portelance is an associate of Eclectic Communications – a highly recognized training and consulting company specializing in communication development. Susan brings to the classroom over 10 years of training experience and four years of Toastmasters participation where she has honed her public speaking and leadership skills. Susan has completed training in adult education, presentation skills and coaching skills. Also, she is a Certified Training and Development Professional.

COURSE FEES & CREDITS:

This workshop is:

- One of four full day courses that make up the QNET Certificate in Facilitation & Design (CFD).
- An optional full day course in the 70 credit hour QNET Certificate in Management Development (CMD).
- Eligible for credit in the CAM:OE (Certificate in Applied Management: Organizational Effectiveness) in partnership with the University of Manitoba, Continuing Education.
- This program has been approved for 8 CPHR Continued Professional Development Hours by CPHR Manitoba
- Presented by QNET in partnership with APICS Winnipeg Chapter, Manitoba Aerospace, and Manitoba Education and Training.

Course Fee includes a comprehensive manual filled with job aids, checklists and other great reference materials:
\$399.00 + GST for Members of QNET or APICS or CPHR Manitoba or Manitoba Aerospace / \$469.00 + GST for Non-Members

REGISTER ONLINE at QNET.ca



QNET
Suite 660, 175 Hargrave Street
Winnipeg, MB, R3C 3R8
Phone: (204) 949-4999
Fax: (204) 949-4990
mail@qnet.ca
www.qnet.ca