AT CLIENT'S COMPANY AS REQUIRED | DURATION : 2 DAYS

DEVELOP SKILLS FOR INTERACTIVE ONLINE TRAINING

Online training is not a temporary solution any more. Let's lead the new trend in training !

- *How to transfer available material for offline training to the one for online training with eye-catching design?*
- *How to design interactive online activities based on offline activities effectively?*
- *How to keep participants continuously engaged in the online training and activities?*

With course, you can get new skills and techniques to be more confident when conducting online training at your company.

CONTENT

Part 1: Overview of online training
- Importance and significant features of online training
- 3SETS circle to develop training skills
- Introduction to interactive online tools

Part 2: Preparation for online training
- Identify target participants, analyze needs and check conditions for participants to join online training
- Build lesson plan
- Apply platforms and tools for interactive online activities and exercises
- Practice on designing online activities

Part 3: Online training techniques, interaction and activities management
- Create class rules with 6D
- Convey the content and lead activities enticingly
- Visualize training and excite participants
- Engage participants
  - Introduce the lesson with INTRO Process
  - Manage activities with EASE Process
  - Close the lesson with OFF Process

Part 4: Points to conduct a successful online training
- Tips to conduct a successful online training
- Plan of cooperation between Trainer and assistant
- Common mistakes in conducting online training
- Methods to handle arising incidents during online training

Part 5: Complete material for online training & practice training
- Evaluation criteria for online training
- Practice and feedback

Part 6: Summary and Action Plan

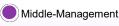*※The above content is subject to change without prior notices*

OBJECTIVES

- Understand importance of online training in the new normal situation
- Acquire skills, techniques, points and process to create the content and design online material effectively
- Apply platforms, interactive tools, games and activities for online training effectively
- Present the content, lead and manage interactive online activities effectively

TARGET

- ○ Staff
- ● Middle-Management
- ● First-line Management
- ○ Top-Management

METHOD

30% theory, **70%** practice through group discussions, presentations, case studies, role-playing, games, etc.

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