

LEADERSHIP & MANAGEMENT

QNET presents:

FACILITATION IN A VIRTUAL ENVIRONMENT

Wednesday, April 29, 2020 – 8:15 a.m. to 4:15 p.m.

Location: QNET – Suite 660, 175 Hargrave Street, Winnipeg

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 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



DELIVERABLE: You will design a virtual session of your choice using the techniques covered in the workshop.

NOTE: A virtual workshop demonstration will be offered on April 30 at 9:30 a.m.

FACILITATOR: Marie Antaya

Marie is the Director of Eclectic Communications, a highly recognized training and consulting company. As an international speaker, author of four books and adult educator, Marie has shared her expertise with clients in private, non-profit and public sector organizations leading numerous program and course development projects. Using her combined experiences, Marie designs and delivers informative, practical online and offline programs tailored to the audience's needs. Marie has direct adult education training with her certificates in Teaching English as a Second Language, Workshop Facilitation, and Adult Education. She is certified to deliver presentations, workshops and one-on-one sessions using EQ-i 2.0 Emotional Intelligence and Myers-Briggs Type Indicator instruments. Presently, Marie is a board member with Plain Language Association International. Also, she is a Certified Training and Development Professional.

COURSE FEES & CREDITS:

This workshop is:

- One of four courses that make up the QNET Certificate in Facilitation & Design (CFD).
- An optional 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



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