

# Rethinking training: Host a virtual class

Hands-on course of 2 days - 14h

Ref.: ACV - Price 2024: CHF1 490 (excl. taxes)

The virtual classroom is an instructional approach that an increasing number of companies are interested in. This class will enable you to identify the benefits and constraints of this training method. Specifically, you will learn how to design a virtual class, professionally prepare for it, initiate it, engage attendees, and conclude it.

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Understand different types of virtual classes
- Master the main virtual classroom instruction tools
- Prepare for training and come up with exercises
- Begin training and get the participants involved
- Conclude a virtual class and measure its effectiveness

## TEACHING METHODS

Participatory instruction based on dialogue and discussion.

## HANDS-ON WORK

Discussions about various topics, case studies, simulations, and role-playing to implement a virtual classroom platform.

## THE PROGRAMME

last updated: 05/2024

### 1) Understand the benefits and constraints of virtual classrooms

- Challenges of in-person and remote learning systems.
- Reasons for virtual classroom development.
- Different types of virtual classes.
- The role of the trainer and the form of instruction appropriate to the virtual class' conditions.
- Communication channels and constraints of a virtual classroom.
- Effective duration of a virtual class.

*Hands-on work* : Discussions on the challenges and role of the trainer. Illustration of a virtual class.

### 2) Using tools to lead a virtual class.

- Synchronous and asynchronous courses.
- Telephones and Voice over IP.
- Virtual meetings and videoconferences.
- Virtual classroom platforms.

*Case study* : Setting up a remote learning system.

### 3) Developing a virtual classroom.

- Constraints of a virtual class: Duration, quality of communication, etc.
- Choice of instructional methods.
- Transmissive classes and collaborative classes.
- Preparation of training materials.

*Hands-on work* : Group discussion: Choosing instructional methods. Exercise on developing a training material.

## PARTICIPANTS

Trainers or anyone likely to lead a virtual class.

## PREREQUISITES

None.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

#### 4) Preparing hands-on work suitable to the virtual class.

- Different types of hands-on exercises.
- Live or on-demand work.
- Available tools: Screen sharing, chatting, etc.

*Hands-on work* : Discussions about choosing and applying exercises in a virtual classroom.

#### 5) Knowing how to present a virtual class.

- Beginning a virtual class.
- Pace of presentation.
- Proper use of materials and tools.
- The trainer's attitude, voice, gestures, and gaze.
- Managing communications and answering questions.
- Feedback and listening to participants.

*Role-playing* : Simulating the teaching of a virtual class. Debriefing on the teaching techniques used.

#### 6) Concluding a virtual class.

- Mechanisms for evaluating skills.
- Evaluating participants and achievement of goals.
- What makes a virtual class successful.
- Measuring effectiveness.

*Hands-on work* : Role-playing: Going around the room at the end.

## DATES

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### REMOTE CLASS

2025 : 03 Apr, 03 Jul, 02 Oct, 20  
Nov