



*Virtual learning  
is here to stay.*

*You need this!*

# EnVisioning Virtually:

## Creating Engaging Courses in the Virtual Environment

**JOIN US** in this safe virtual setting to learn, practice, and receive feedback from instructors and a small community of like-minded peers

**PARTICIPATE ACTIVELY** in a series of five 1½-hour sessions and deepen your skills by completing the assignments

**LEAVE WITH** practical tools, guides, and templates to jumpstart your course development

*I personally feel better equipped to take on the unique challenges of virtual content delivery within my organization.*  
– Sean Riffenburg, Textron

*The ability to share ideas and, more importantly, practice techniques, has been invaluable.*  
– Melissa Christenson, CTR

*The EnVision team provided a perfect combination of business knowledge and instructional design expertise...I especially enjoyed learning about how to foster interaction and learning in breakout groups.*  
– Tom Atkinson, Ph.D.,  
Atkinson Analytics

### This series is for you if you are:

- An **instructional designer** converting or creating courses in a virtual environment
- A **trainer or facilitator** seeking to build and practice your virtual facilitation skills

### By the end of the series, you will be able to:

- Identify significant differences and leverage similarities in designing and delivering onsite vs virtual classes
- Create activities that engage learners in the Zoom virtual environment (NOTE: while we will use Zoom, many tools have similar functionality)
- Document detailed activity notes in a Facilitator Guide
- Facilitate or “produce” at least one activity and receive feedback
- Critique your set design and lighting and create an action plan to make improvements

REGISTER



**DATES:** Tues, Oct 20 at 3:30-5 PM Eastern time, then every other week for 5 total sessions (Nov 3 & 17, Dec 1 & 15)

**FEE:** \$600 per person

**REGISTER:** Click [here](#) then **Select a Time** to register

**INFO:** [solutions@envision-performance.com](mailto:solutions@envision-performance.com)



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## AGENDA



**Each session will include:**

- Demos with feedback
- A core lesson
- An assignment

### One week prior to session 1:

Complete and return questionnaire for instructors to assign demos based on responses

During the series, each participant will facilitate or produce one to two demos

	1	2	3	4	5
		Assigned demos	Assigned demos	Assigned demos	Assigned demos
	<p>Introductions and interactive intro to virtual platform tools (we'll use Zoom)</p> <p>Identifying differences/leveraging similarities: best practices for the virtual environment</p> <p>Steps for moving training virtual</p> <p>Sample facilitator guide</p>	<p>Using breakout room: functionality, demo, and tips</p> <p>Appropriate use of virtual platform tools</p> <p>Documenting your facilitator guide</p>	<p>Using polls: functionality, demo, and tips</p> <p>Documenting your facilitator guide</p>	<p>Set design: ensure background and lighting fit your messaging</p> <p>Brainstorm concerns for discussion in final session</p>	<p>Cohort choice: topics based on prior session's brainstorm</p>
	<p>Demo schedule</p> <p>Assignment: Doc and prep an ice breaker activity</p>	<p>Assignment: Doc and prep an activity that uses breakout rooms</p>	<p>Assignment: Doc and prep an activity that uses polling</p>	<p>Assignment: Finalize your set design</p>	<p>Let us know how you are doing!</p>