

## Webinar Design and Facilitation Workshop (aka Virtual Classroom or Web Conferencing)

- Are you thinking of using webinars for training and development, but don't quite know where to start?
- Are you looking to improve the learning design of your webinars?

Then this workshop is for you!

The purpose of the **Webinar Instructional Design and Facilitation Workshop** is to provide you and your staff with the confidence to be able to design and facilitate highly participative webinars that support generative learning.

The workshop is held face to face to allow participants to work in pairs. It also enables participants see both the webinar host view and webinar participant view at the same time.

Participants are encouraged to bring content they wish to deliver via webinar to the workshop. This content will be used during the activities.

For more information, watch the video or contact us.

<http://www.youtube.com/watch?v=FeU8KQ1KQr4&feature=share&list=PLF5ED4F5842295158>

For the workshop, participants are required to have access to a PC and webinar host access. Alison will work with your webinar provider to co-ordinate the technical aspect of the workshop.

Duration: 6 hrs

Maximum participant number: 10

Time	Topic	Content covered
15min	Introductions and objective setting	<ul style="list-style-type: none"> <li>• To efficiently use your webinar to schedule, moderate and manage a webinar</li> <li>• To practice the design fundamentals of generative learning via webinars</li> <li>• To gain experience in effectively moderating and facilitating a participative webinar</li> <li>• To develop a way to evaluate a participative webinar event</li> <li>• To develop a change management plan for introducing webinar to your target audience</li> </ul>
30min	Webinar for generative learning	<ul style="list-style-type: none"> <li>• An exploration of generative learning; facilitating opportunity for learners to explore information, experiences and make meaning.</li> <li>• Example learning activities are presented and critiqued.</li> <li>• Approaches for getting learners ready for webinars are explored.</li> </ul>
75min	Orientation to your webinar platform	<p><b>Webinar technology</b></p> <p>This session is facilitated by your internal or external webinar technical expert. It includes scheduling, enrolment, and an orientation to the webinar functions such as annotation tools and</p>

Time	Topic	Content covered
		polling. Alison will help link your webinar functionality back to generative learning and facilitation techniques.
60min	Designing webinar activities – your turn	<b>Webinar design</b> Participants work in pairs to design two webinar learning activities each. At the same time, participants are becoming familiar with the technology.
120min (approx.)	Facilitating and moderating a webinar – your turn	<b>Webinar facilitation</b> Participants work in pairs and practice facilitating the learning activities they have designed to the rest of the group. Pairs take turn to facilitate and moderate the webinar. (Allow approx. 20 minutes per pair, including debrief)
15min	Evaluating webinar events	Participants agree upon how they will evaluate webinar events for generative learning.
15min	Managing change	Participants reflect upon the workshop, and agree upon an approach to manage the implementation of webinars to their target audience.
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