

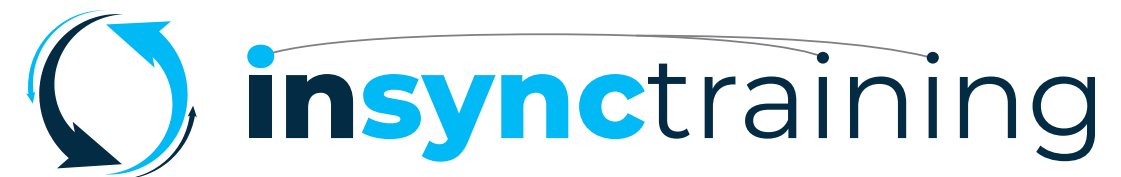


# CERTIFICATES & SERVICES CATALOG

## 2024



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## Virtual Learning. Real Success.

A world-class innovator in Virtual Learning Solutions for over 20 years, InSync Training is the professional's choice to keep hybrid and remote teams ahead of the curve in an ever-more competitive business environment.

InSync Training is a leader in upskilling virtual team design, delivery, and hosting efforts for training at every level. We start by collaborating with the client to create a roadmap focused on bridging instructional gaps in virtual learning programs across all industries from technology to healthcare.

Our Virtual Learning Experts provide customized, interactive solutions that can enhance the capabilities of existing virtual delivery teams in over 20 languages and time zones around the world. We also offer certified train-the-trainer programs in major virtual platforms including Zoom, MS Teams, and Webex.

Our WBENC-certified woman-owned business was founded as a start-up aiming to revolutionize how businesses learn in an ever-evolving digital space. Our vision is to provide the most engaging and impactful virtual learning solutions for businesses worldwide. Recognized as a trailblazer in the virtual learning arena, we continue to drive innovation with the development of our very own brain-based InQuire Engagement Framework™.

The framework is designed to capture learning attention while boosting learning transfer that in turn drives greater business growth. We design and deliver solutions for the hybrid virtual classroom based on an understanding

of modern instructional strategies, techniques, and technologies to develop highly engaging performance-based training programs and services.

**Our virtual learning services include:**  
Facilitation, Hosting and Production, Classroom Instructional Design, Instructional Team Capability Assessment, "Train-the-Trainer", and Vendor Management.

InSync was the first virtual training organization to professionally support live virtual instruction, setting the industry benchmark. Our administrative services support virtual training and learning and enable seamlessly efficient and economic virtual experiences. Our robust measurement and evaluation protocol ensures periodic and on-demand reporting to client leadership seeking to evaluate the efficacy of their training objectives. InSync Training is accredited by IACET, allowing us to provide continuing education credits for our train-the-trainer courses.

Since 2000, we have been dedicated to conducting research in learner engagement optimization. Our ongoing mission is to design innovative solutions that elevate your virtual and hybrid learning strategy, keeping you ahead of the competition.

With InSync Training as your trusted partner...  
Virtual Excellence is achievable!



# InSync **Services**

## **Ensure Virtual Learning Success!**

Enhance Company Initiatives and Strengthen Your Training Strategy with Our Virtual Learning Experts





## VIRTUAL CLASSROOM

# FACILITATION SERVICES

Maximize Engagement With  
Expert Delivery Tailored For You

For pricing and scheduling, contact

[SALES@INSYNCTRAINING.COM](mailto:SALES@INSYNCTRAINING.COM)

Inquire about additional customization options.

### BENEFITS

- 01** Save time and money by bringing in experienced facilitators to teach your content
- 02** Attain best practice competencies modeled by world-class facilitators
- 03** Build online engagement, based on brain science, with the help of experienced facilitators
- 04** Improve delivery and learner satisfaction with your online learning programs

**Save your organization the time and expense of delivering your own in-house training. Our global facilitation teams model current best practices and competencies to maximize learning engagement and transfer. We can have your training up and ready and can quickly deliver global programs across all time zones, in just about any language required!**

**Our team of Virtual Learning Experts employ our research-driven InQuire Engagement Framework™** to conquer the challenge of maintaining learner engagement. This three-pronged approach enhances an organization's current training by integrating a cutting-edge strategy that thrives in today's hybrid workplace environment..

#### **InSync Supports Your Facilitation Capability With:**

- Audience Assessment
- Virtual Content Delivery
- Virtual Classroom Design
- Facilitator Coaching
- Hybrid Facilitation Strategies
- Subject Matter Expertise (SME)
- Facilitator Resourcing and Scheduling
- Walk-through with SME and/or Course Designer
- Rehearsal with Support Services
- Post-delivery Recommendations

### OVERVIEW

#### **InSync's Experienced Facilitation Staff are experts in:**

Leadership/Management Training, New Hire Orientation, Product Training, Sales Training, Soft Skills Training, Train-the-Trainer, and more

#### **Supported Virtual Classroom Platforms include:**

Zoom, Microsoft Teams, Webex®, Citrix GoToTraining®, Blackboard Collaborate, Adobe Connect, & more

#### **Supported Languages**

English, Spanish, French, Russian, Korean, Japanese, Mandarin, Portuguese, German, Afrikaans, and more



*“The facilitator had a terrific balance between material and audience interaction. Her delivery was very professional, organized and articulate.”*

*--Carolyn Rockholt, Virtual Classroom Facilitation Services Client*



# VIRTUAL CLASSROOM INSTRUCTIONAL DESIGN SERVICES

Design Beyond the Simple  
Webinar By Including Micro  
And Blended Learning

For pricing and scheduling, contact

[SALES@INSYNCTRAINING.COM](mailto:SALES@INSYNCTRAINING.COM)

Inquire about additional customization options.

## BENEFITS

- 01** Experienced designers migrate your face-to-face classes to the virtual environment
- 02** Skilled designers create engaging online class activities informed by brain science
- 03** Knowledgeable designers create content for blended and hybrid courses
- 04** Designers provide skillful design for microlearning assets

**Strong, innovative Instructional Design is more critical than ever in today's virtual and hybrid classroom environments.**

It requires a unique understanding of modern strategies, techniques, and technologies. Our experienced Design Services Team applies research-based techniques, strategies, and industry best practices that easily transfer to the virtual class with engaging activities.



**Our team of Virtual Learning Experts employ our research-driven Inquire Engagement Framework™ to**

conquer the challenge of maintaining learner engagement. This three-pronged approach enhances an organization's current training by integrating a cutting-edge strategy that thrives in today's hybrid workplace environment.

## OVERVIEW

### Performance-based programs include:

Virtual Classroom, Microlearning, and Blended Learning

### Supported Virtual Classroom Platforms include:

Zoom, Microsoft Teams, Webex®, Adobe® Connect™, Citrix GoToTraining®, Blackboard Collaborate, and more

### eLearning Software include:

Articulate® Studio 360, Articulate Rise, Articulate® Storyline® 360, Camtasia®, Captivate®, and Lectora®

### Supported Languages

English, Spanish, French, Russian, Korean, Japanese, Mandarin, Portuguese, German, Afrikaans, and more

## Our Instructional Design Support Team assists with these services and more

- Review and Analysis of audience, subject matter and existing content
- Program Design Introduction Walk-throughs, Event Piloting, Facilitator Training and Debriefing
- Material/Content Design, Scripting and Asset Creation
- Learner and Facilitator support materials
- Learning Environment recommendations

### Virtual Classroom

Interactive learning events that support global, mobile and hybrid environments

### Microlearning

Engaging instructional exercises

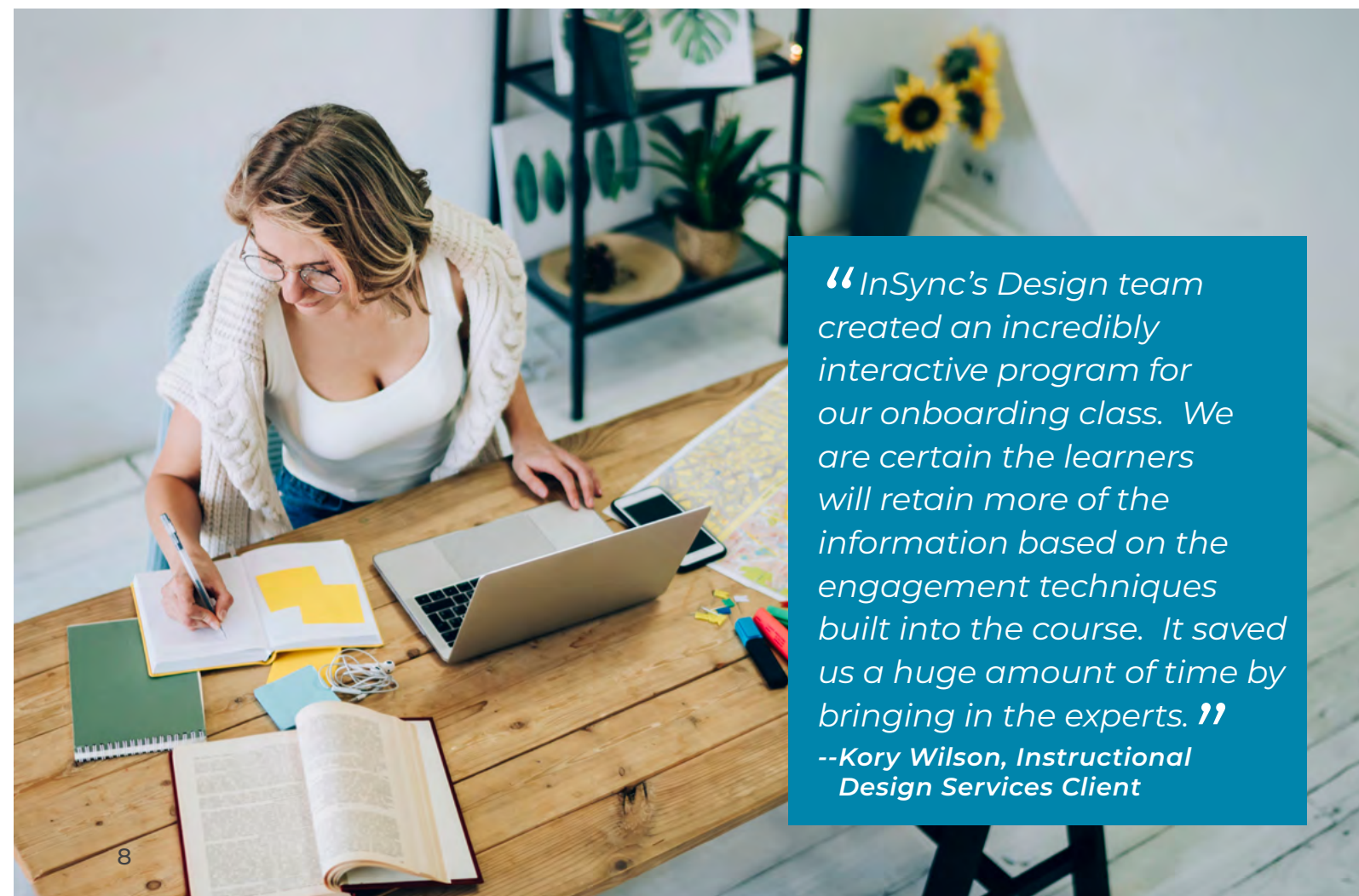
Infographics, videos, blog posts designed for quick consumption

### Blended Learning

Self-Directed assignments and independent course work

Collaborative group activities, videos and more combined with virtual classroom and microlearning

In-person or remote location learning by phone or tablet



*“InSync’s Design team created an incredibly interactive program for our onboarding class. We are certain the learners will retain more of the information based on the engagement techniques built into the course. It saved us a huge amount of time by bringing in the experts.”*  
--Kory Wilson, Instructional Design Services Client



## VIRTUAL CLASSROOM

# PRODUCTION SERVICES

Ensure A Seamless Virtual Learning Experience

For pricing and scheduling, contact

[SALES@INSYNCTRaining.COM](mailto:SALES@INSYNCTRaining.COM)

Inquire about additional customization options.

### BENEFITS

- 01** Skilled technical support for your online classes
- 02** Instructional partners that help provide engaging, quality virtual classes
- 03** Knowledgeable producers/hosts who take care of all logistical details (attendance, recordings, etc.)
- 04** Five-star producers who provide exceptional support that allows facilitators to focus on content delivery

**For invaluable behind-the-scenes assistance, add our world-class virtual classroom producers to your instructional team.**

We become your instructional partner that manages all technical and logistic details so that your facilitator can focus on creating quality, engaging content.



**Our team of Virtual Learning Experts employ our research-driven Inquire**

**Engagement Framework™** to conquer the challenge of maintaining learner engagement. This three-pronged approach enhances an organization's current training by integrating a cutting-edge strategy that thrives in today's hybrid workplace environment.

### OVERVIEW

#### Experienced Global Production Staff assists in:

Virtual Classroom, Microlearning and Blended Learning

#### Pre-session, Live Session, and Post-session Support

#### Supported Platforms include:

Zoom, Microsoft Teams, Webex®, Adobe® Connect™, Citrix GoToTraining®, Blackboard Collaborate and more

#### Supported Languages include:

English, Spanish, French, Russian, Korean, Japanese, Mandarin, Portuguese, German, Afrikaans, and more

## Our Production Support Team Assists With These Services and More:

### Pre-session Support

Course Design  
Recommendations

Lesson Rehearsals and  
Session Walk-throughs

Pre-session Review of  
Strategy, Learning Materials  
and Tech Check

### Live Session Support

Skilled Technical Support  
plus chat and Q&A support  
during classroom sessions

Active Lesson Support and  
Scripted Dialog Delivery

Recording Session

Breakout Room Facilitation,  
Virtual Tool Instruction and  
Summary

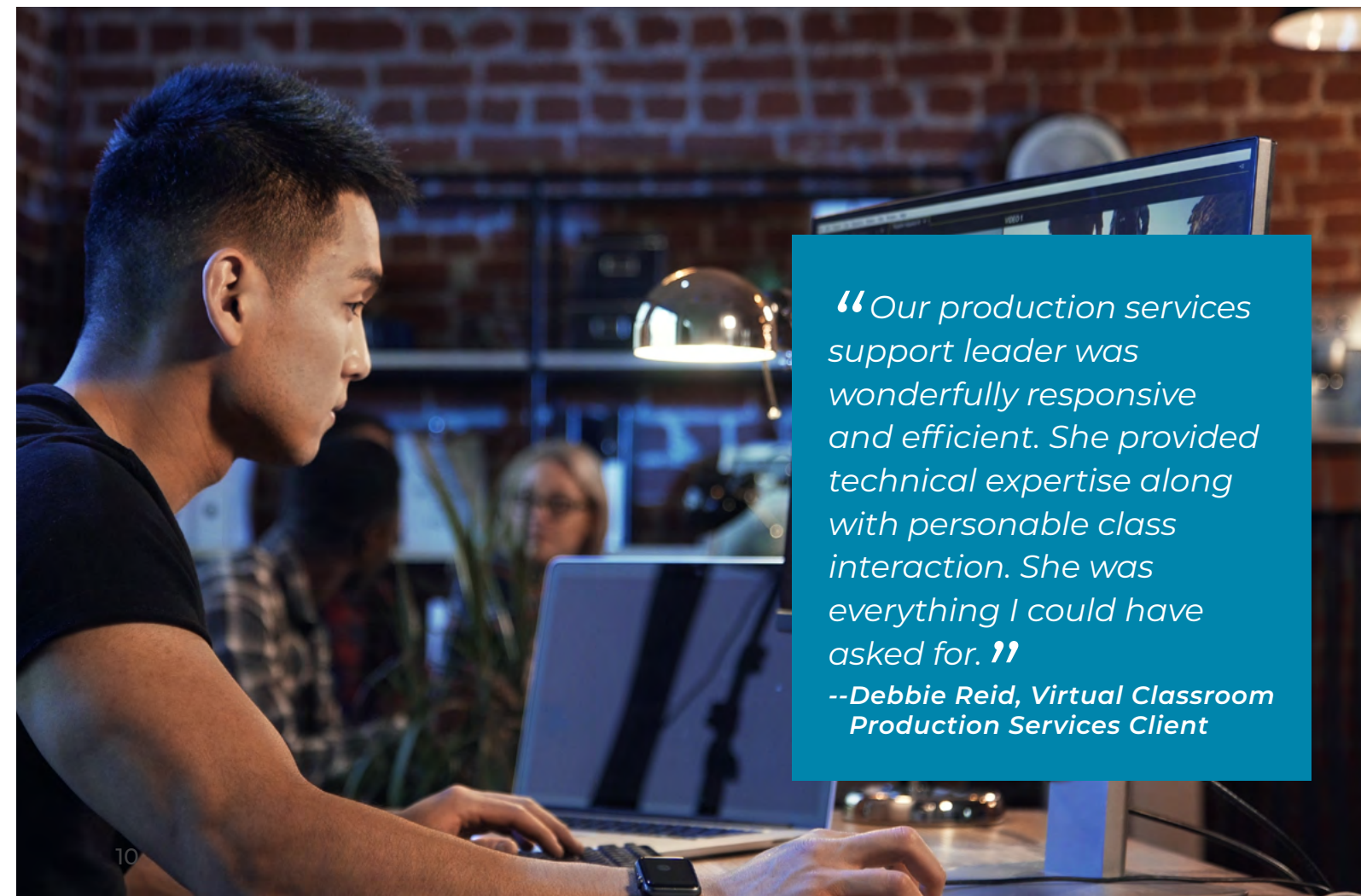
Engagement Support

Hybrid Environment  
Monitoring

### Post-session Support

Facilitator's Debriefing Review

Delivery of course chat log,  
recording link, and  
attendance report



*“Our production services support leader was wonderfully responsive and efficient. She provided technical expertise along with personable class interaction. She was everything I could have asked for.”*

*--Debbie Reid, Virtual Classroom Production Services Client*



VIRTUAL CLASSROOM

# TRANSLATION & LOCALIZATION SERVICES

Keep Your Training Materials  
Culturally Relevant and Accessible

For pricing and scheduling, contact

[SALES@INSYNCTRAINING.COM](mailto:SALES@INSYNCTRAINING.COM)

Inquire about additional customization options.

## BENEFITS

- 01** Translate your course content and eLearning modules into preferred languages
- 02** Partner with our instructional team to develop engaging, quality classes in virtually any language
- 03** Check your materials for cultural nuances and colloquial terms

**No matter how comprehensive and engaging your virtual learning content may be, it doesn't matter if all is lost in translation.**

InSync Training has partnered with world-class, woman-owned Comtec Translation Services to ensure that your global learners understand and remain fully engaged with your content.

Going beyond word-for-word translation, Comtec incorporates a comprehensive localization approach. It includes cultural nuance, colloquial terms, and a broad array of techniques for adapting learning materials and content that in turn boost global learning.

## OVERVIEW

**More than 20 languages are supported, including:**

Arabic, Dutch, French, Greek, Korean, Mandarin, Portuguese, and more

**Our Translation and Localization Team assists with these services and more**

Global Linguists Expertly Trained in Industry Content

Language Interpretation Covering Digital, Print, Video, Instructor Materials, and eLearning



*“Partnering with InSync to translate our materials allowed us to quickly get our global programs up and running with little to no delay between countries.”*

*--Francis Dubois, Translation and Localization Services Client*



## VIRTUAL CLASSROOM

# PERSONALIZED COACHING

Elevate Your Expertise With A  
Critical Assessment Of Your  
Virtual Classroom Skills

For pricing and scheduling, contact

[SALES@INSYNCTRaining.COM](mailto:SALES@INSYNCTRaining.COM)

Inquire about additional customization options.

### BENEFITS

- 01** Feedback on the effectiveness of your online training
- 02** Evaluated feedback on design, facilitation, & production skills
- 03** Review of learner engagement in your online classes
- 04** Design review for engagement and effectiveness

**Boost confidence in your own facilitation, design, and support skills and become the go-to virtual learning expert in your company.**

InSync provides a variety of personalized coaching services that help create an engaging modern learning experience that is successful in virtual classrooms globally.



**Our team of Virtual Learning Experts employ our research-driven Inquire**

**Engagement Framework™** to conquer the challenge of maintaining learner engagement. This three-pronged approach enhances an organization's current training by integrating a cutting-edge strategy that thrives in today's hybrid workplace environment.

### OVERVIEW

**Our Personalized Coaching Team offers specific feedback in these areas and more:**

- Goal Setting and Needs Assessment
- Pre-coaching Observation
- Area-Specific Walk-throughs and Guidance
- Content Review
- Rehearsal and Practice Sessions
- Post-coaching Observation

## Our Research-based Approach Helps Assess Engagement during online delivery with instant feedback in these areas:

### Virtual Classroom Facilitation

- Delivery Technique Recommendations
- Coach Observation during Live Lesson
- Virtual Classroom Engagement Recommendations
- Pre- and Post-Coaching Observation with Debrief and Recommendations

### Virtual Classroom Production

- Coach Observation during Live Lesson
- Virtual Platform Skills Evaluation
- Pre- and Post-Coaching Observation with Debrief and Recommendations

### Virtual & Blended Learning Instructional Design

- Audience Analysis
- Content Strategy Implementation
- Design Walk-through with SME (Subject Matter Expert) and/or Facilitator
- Post-coaching Walk-through
- Blended and Virtual Learning Design Recommendations
- Blended Learning Campaign Design Evaluation



*“I have never worked with a Virtual Learning Coach before. It made a HUGE difference in my confidence level. The tips and techniques she shared with me allowed me to take my facilitation skills to the next level.”*

*--Monica Delaney, InSync Personal Coaching Client*



# VIRTUAL CLASSROOM TEAM ASSESSMENT & COACHING SERVICES

Create a Custom Solutions-Driven  
Learning Path For Your  
Company's Virtual Training Team

For pricing and scheduling, contact

[SALES@INSYNCTRAINING.COM](mailto:SALES@INSYNCTRAINING.COM)

Inquire about additional customization options.

## BENEFITS

- 01** Full return on your investment in virtual training
- 02** Feedback on learning transfer
- 03** Engagement assessment
- 04** Create an Effective hybrid learning environment
- 05** Achieve Virtual Excellence

**Your company will certainly get the best return on its existing virtual training investment.**

InSync provides a variety of team assessments with customized coaching, allowing you to implement competency-based techniques to ensure excellence in your virtual teams. This solutions-driven service combines targeted consulting, personalized coaching, and customized training to maximize your team's existing skills and program design for achieving a more engaging virtual learning environment.



**Our team of Virtual Learning Experts employ our research-driven Inquire**

**Engagement Framework™** to conquer the challenge of maintaining learner engagement. This three-pronged approach enhances an organization's current training by integrating a cutting-edge strategy that thrives in today's hybrid workplace environment.

## OVERVIEW

**Our Assessment & Coaching Team offers expert feedback in these areas and more:**

Individual and Group Data Analysis

Personalized Individual and Group Learning Paths

Current Design or Facilitation Assessment

One-Hour Personal Coaching Session

Post-Design and Facilitation Assessment Evaluation

Ongoing Coaching Based on Needs Analysis

## This Research-based Program Offers Custom Service Solutions during online delivery with instant feedback in the following areas

### Custom Facilitation Solutions

Optimizing Instructional Approach for learning transfer

Three-dimensional Assessment of learner engagement

Assessment of Instructional Partners to enable professional delivery

### Custom Design Solutions

Individual Objective Review to create a blend of delivery options

Content Review to determine engaging interactivity resulting in learning success



*“I didn't realize how many opportunities we had to make our virtual classes better. Our coach showed us a combination of facilitation and instructional design strategies that kept our learners engaged and our stakeholders happy with their return on virtual learning investment.”*

**--Stephen Anderson, InSync Assessment & Coaching Client**

## Both Custom Solutions utilize our proven Four-Step Approach, as Follows:

### Step 1

One-hour Assessment of Existing Design or Facilitation Course Content

Individual and Group Data Analysis

Hour-long Personal Coaching Data Review Session

### Step 2

One-hour Workshops and/or Personalized Coaching to determine if new skills are transferred to the job

### Step 3

Post-Assessment Facilitation or Design Content Evaluation to determine if skills are implemented

### Step 4

Ongoing Coaching based on post-assessment needs analysis



# InSync Academy

Looking to enhance your skills and knowledge while boosting your professional credibility? InSync Training LLC offers a wide range of top-quality training certificate programs that provide accredited digital badges upon completion. Course graduates can now display secure, verifiable digital badges on social networks, resumes, email signatures, and websites, showcasing their achievements in real time.

We are accredited through IACET to offer CEUs for our certificate courses, ensuring that your training meets industry standards. These certificates are ideal for individuals seeking to advance their careers or for organizations looking to demonstrate the competence and expertise of their employees.

With InSync Training, you will have access to a variety of certificate programs, including our Facilitation Mastery Certification, our most popular program. This certification develops and refines your ability to hold effective virtual and hybrid training sessions and is a valuable addition to your resume or portfolio.

Choose InSync Training for your professional development needs and take advantage of our expert training programs and accredited certificates. As a member of our learning community, you will gain the skills and knowledge necessary to succeed in your career while showing the world that you have achieved virtual excellence!







# VIRTUAL CLASSROOM DESIGN FUNDAMENTALS

A One-Day Immersive Session

\$750

\*Corporate Group Discounts Available

## BENEFITS

- 01

Participants apply new strategies and active techniques for maximizing engagement.
- 02

Managers and training professionals gain a greater understanding of the instructional designer's role.
- 03

Experienced instructional designers learn a novel, effective Four-Step Process to migrate existing content to the virtual classroom.

**Increase confidence in your design skills for the virtual classroom with this one-day immersive program by learning how to effectively migrate your courses to any virtual platform.**

Today's virtual classroom requires intentional design that transcends traditional classroom design. This program helps you achieve your greater design goals with a proven 4-step process attaining virtual classroom excellence. Learners will participate in discussions and focused classroom activities culminating in a self-assessed final project.

**Our team of Virtual Learning Experts employ our research-driven InQuire Engagement Framework™** to conquer the challenge of maintaining learner engagement. This three-pronged approach enhances an organization's current training by integrating a cutting-edge strategy that thrives in today's hybrid workplace environment.

### The Final Project

After the course, learners will perform a self-assessment to obtain valuable insights into their design strengths and areas for improvement.

To inquire about our private course offerings and corporate group discounts, [click here](#).

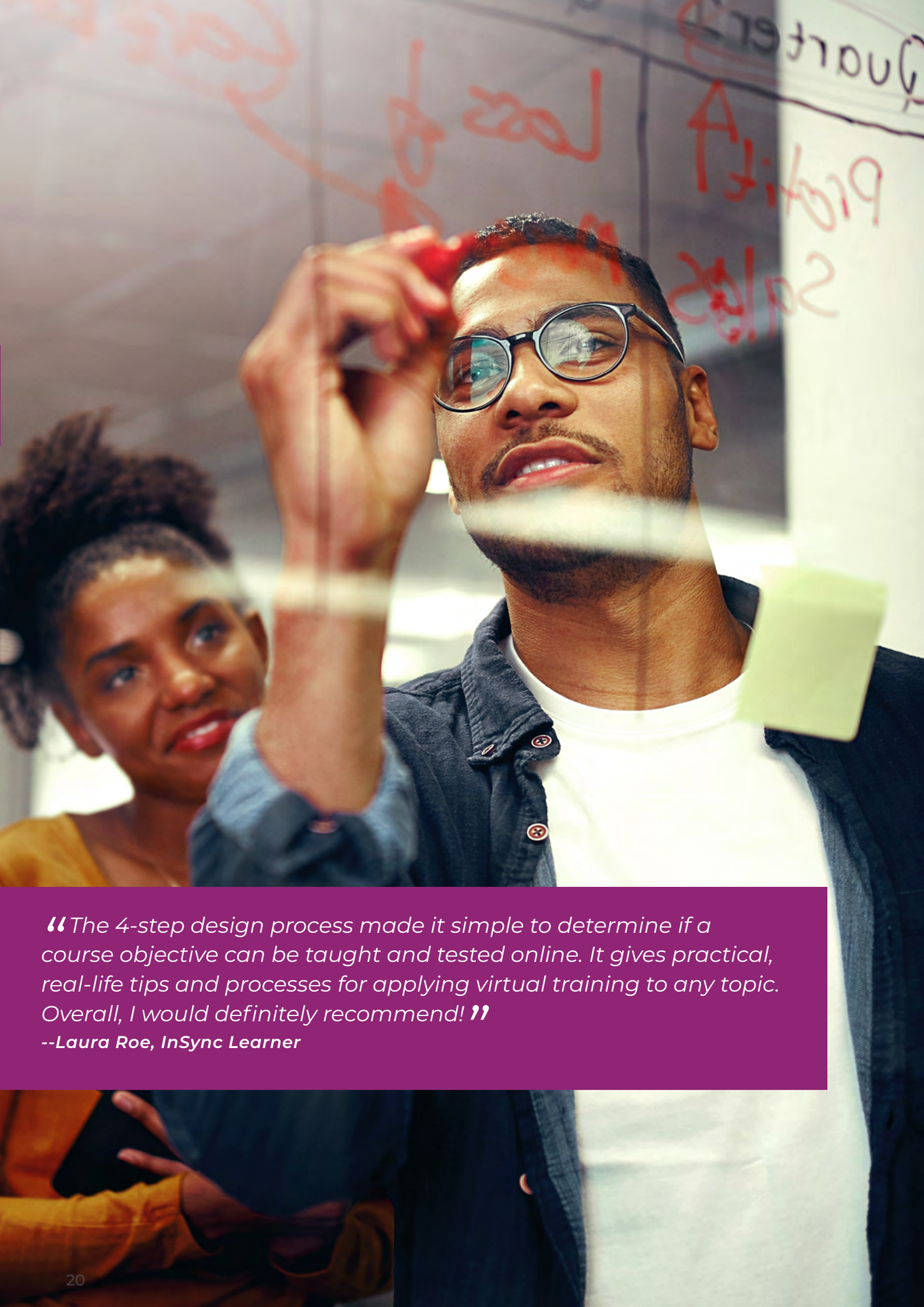
## OVERVIEW

- One-day 6-Hour Session
- Self-Directed Activities
- Self-Assessed Final Project

## LEARNING OBJECTIVES

**In one day, learners will feel confident in their own Virtual Classroom Design skills, including:**

- Applying our proven 4-step design technique to determine the optimal environment for each learning objective.
- Improving learner engagement through collaboration and interaction.
- Effectively leveraging classroom tools like chat, whiteboard, application sharing, and more.
- Integrating InSync's trademarked dimensions of engagement through design and demonstration.
- Creatively leveraging lecture-oriented content for maximum impact and retention.
- Applying virtual classroom instructional designer core competencies.



*“The 4-step design process made it simple to determine if a course objective can be taught and tested online. It gives practical, real-life tips and processes for applying virtual training to any topic. Overall, I would definitely recommend!”*

**--Laura Roe, InSync Learner**





“I highly recommend this course if you’re looking for an engaging program that models the design concepts it teaches. I was able to take tools that I learned and immediately apply them to existing projects.”

--Jack Mattilee, InSync Learner

# VIRTUAL CLASSROOM DESIGN MASTERY SERIES



\$1700

\*Corporate Group Discounts Available

## BENEFITS

- 01** Participants apply new strategies and active techniques for maximizing engagement.
- 02** Managers and training professionals gain a greater understanding of the virtual instructional designer's role
- 03** Experienced instructional designers learn a novel, effective, 4 Step Process to migrate existing content to the virtual classroom

**This program is expertly crafted to guide designers in developing dynamic, sustainable virtual learning programs that lead to genuine knowledge transfer.**

Today's virtual classroom requires intentional design that transcends traditional classroom design. This program helps you achieve your greater design goals with a proven 4-step process for attaining virtual classroom excellence. Learners will participate in discussions and focused classroom activities culminating in an evaluated final project.

**This course employs our research-driven Inquire Engagement Framework™** to conquer the challenge of maintaining learner engagement. Our three-pronged approach enhances an organization's current training by integrating a cutting-edge strategy that thrives in today's hybrid workplace environment.

### The Final Project

Upon completing this program, you will have skillfully designed and developed an active, collaborative, and sustainable one-hour lesson that effectively incorporates all three dimensions of engagement.

Interested in being a Virtual Learning Expert? This class is a component of the VLE – [Click here](#) to learn more.

To inquire about our private course offerings and corporate group discounts, [click here](#).

## OVERVIEW

- Six 2-Hour Virtual Lessons
- Self-Directed Activities
- Final Project Evaluation

## LEARNING OBJECTIVES

**Upon course completion, learners will feel confident in their own Virtual Classroom Design skills, including:**

- Determining which instructional objectives to teach in virtual environment: traditional classroom or self-directed formats.
- Designing and developing instructional activities using whiteboard, chat, application sharing, web browsing, webcam, and breakout sessions.
- Utilizing accountability and assessment techniques
- Integrating InSync's trademarked dimensions of engagement through design and demonstration.
- Developing materials for a one-hour lesson including facilitator guide, participant guide, and slides.



## VIRTUAL CLASSROOM

# FACILITATION FUNDAMENTALS

A One-Day Immersive Session

\$750

\*Corporate Group Discounts Available

### BENEFITS

- 01** Acquire solid fundamental learning for those new to and experienced in teaching.
- 02** Enhance your virtual delivery with proven tips and techniques.
- 03** Gain a more in-depth understanding of the effective facilitator's unique role.

**This program is designed to enhance virtual facilitation skills and create greater engagement. The professional tips and techniques that it introduces are ideal for those teaching in a live, online environment.**

The Virtual Classroom Facilitation Fundamentals program enhances the skills required for successful content delivery in a virtual classroom. Learn the do's and don'ts for keeping your learners' attention throughout the learning experience.

**This course employs our research-driven Inquire Engagement Framework™** to conquer the challenge of maintaining learner engagement. Our three-pronged approach enhances an organization's current training by integrating a cutting-edge strategy that thrives in today's hybrid workplace environment.

#### The Final Project

The concluding activity is a self-assessment that uses our facilitation rubric for obtaining valuable insights into the learner's facilitation strengths and areas for improvement.

#### OVERVIEW

- One-day 6-Hour Session
- Self-Directed Activities
- Self-Assessed Final Project

#### LEARNING OBJECTIVES

**Upon course completion learners will feel confident in their Virtual Classroom Facilitation skills, including:**

- Cultivating two-way communication that fosters relationships with and between learners.
- Managing mobile and mixed delivery learners
- Effectively utilizing virtual platform tools to strengthen facilitation techniques
- Integrating InSync's trademarked dimensions of engagement through strong facilitation skills
- Using your voice to connect with learners
- Managing technical and behavioral issues before and during class

To inquire about our private course offerings and corporate group discounts, [click here](#).

InSync Training Academy is authorized by IACET to award CEU credits for this program. To qualify for CEU's and accredited badge, participants must complete all required activities. [Click here to access the attendance policy for all programs.](#)



*“A great entry point for any new learning and development professional. The facilitator and producer shared a wealth of knowledge about adult learning using effective facilitation and engagement tools. I learned new ideas that I'm excited to apply.”*

*--Trevor Dunnmire, InSync Learner*





*“I had a completely rewarding experience with InSync Training’s Virtual Classroom Facilitation Mastery program. The content taught me new information about pre-learning event preparation. Whether you are brand new to the virtual classroom, or like me, have previous experience, I recommend this course. ”*

*--Kelsey Moore, InSync Learner*

## VIRTUAL CLASSROOM

# FACILITATION MASTERY SERIES

**\$1600**

\*Corporate Group Discounts Available

### BENEFITS

**01**

Become an expert facilitator for internal or external clients.

**02**

Gain a more in-depth understanding of the effective facilitator’s role when managing and/or coaching a learning and development team.

**03**

Gain confidence in your ability to connect with learners on intellectual, environmental, and emotional levels.

**This robust, fully immersive program applies the best tools and techniques for successful virtual classroom facilitation. It provides superior resources, models, and hands-on experience for future implementation.**

**This course employs our research-driven Inquire Engagement Framework™** to conquer the challenge of maintaining learner engagement. Our three-pronged approach enhances an organization’s current training by integrating a cutting-edge strategy that thrives in today’s hybrid workplace environment.

### The Final Project

Learners will conduct a live one-hour, online virtual session for their peers, demonstrating virtual facilitation proficiency. Our expert Teachback Specialists will provide invaluable personalized feedback and assessments based on individual skill sets. The successful completion of this requirement is essential for obtaining the certificate and CEU award.

Interested in being a Virtual Learning Expert? This class is a component of the VLE – [Click here](#) to learn more.

**To inquire about our private course offerings and corporate group discounts, [click here](#).**

### OVERVIEW

- Four 3-Hour Virtual Lessons
- Personalized Coaching
- Self-Directed Activities
- One-hour Teaching Final Project

### LEARNING OBJECTIVES

**Upon course completion, learners will feel confident in their Virtual Classroom Facilitation skills, including:**

- Managing virtual and hybrid learners to achieve a successful virtual classroom learning experience.
- Utilizing virtual classroom tools that support consistent two-way communication and collaboration.
- Boosting learner engagement by utilizing active questioning and employing advanced facilitation techniques.
- Developing valuable instructional partnerships ensuring future virtual classroom success.



# MASTER VIRTUAL PRODUCER

\$1200

\*Corporate Group Discounts Available

## BENEFITS

- 01** Deliver exceptional service in the virtual classroom using tried-and-tested strategies and techniques.
- 02** Effectively handle technical difficulties in any virtual platform by implementing a reliable Response and Recovery Process.
- 03** Strengthen the relationship with facilitators and learners.

### The proficient producer goes beyond merely being a technical host, serving as a vital link to achieving virtual classroom success.

Producers dramatically increase class engagement and create a sense of psychological safety for learners at every level. Besides aiding the facilitator, this comprehensive program instructs participants on managing technical aspects and fostering learner engagement through active participation.

**This course employs our research-driven Inquire Engagement Framework™** to conquer the challenge of maintaining learner engagement. Our three-pronged approach enhances an organization's current training by integrating a cutting-edge strategy that thrives in today's hybrid workplace environment.

### The Final Project

The project includes setting personal goals and achieving them by supporting a real virtual course, followed by completing a self-evaluation exercise.

Interested in being a Virtual Learning Expert? This class is a component of the VLE – [Click here](#) to learn more.

## OVERVIEW

- Four 2.5-Hour Live Lessons
- Self-Directed Activities and Lessons
- Evaluated Final Project

## LEARNING OBJECTIVES

**Upon course completion, learners will feel confident as a Master Virtual Producer with skills, including:**

- Supporting a wide variety of leaders including facilitators, executives, panels, and subject matter experts
- Utilizing our proven four-step process to expertly respond to and recover from most technical challenges
- Providing appropriate support when technical issues arise.
- Improved interpersonal skills that support and encourage learner engagement
- Learning to anticipate learner needs during a live session
- Ability to create a virtual classroom management action plan

To inquire about our private course offerings and corporate group discounts, [click here](#).

InSync Training Academy is authorized by IACET to award CEU credits for this program. To qualify for CEU's and accredited badge, participants must complete all required activities. [Click here to access the attendance policy for all programs.](#)



*“The Master Virtual Producer Certificate course was insightful and informative. Facilitators posed thought-provoking questions during the sessions. My multi-tasking skills were sharpened, and I have a much better understanding of how to effectively manage inevitable virtual classroom disasters. I look forward to using these skills in my next virtual session.”*

**--David Bernal, InSync Learner**



# VIRTUAL LEARNING EXPERT™ CERTIFICATION

\$4000

\*Corporate Group Discounts Available

## BENEFITS

- 01** Become a certified expert in your field
- 02** Demonstrate best practice competencies in Production, Facilitation, & Design
- 03** Acquire comprehensive skillset for executing virtual programs, from design to execution
- 04** Exhibit outstanding proficiency in the virtual classroom

**This accredited certification course bundle utilizes an immersive best-practices approach. It ensures successful delivery of virtual programs such as learning environment management, instructional partnership, and learner advocacy.**

**This certification employs our research-driven Inquire Engagement Framework™** to conquer the challenge of maintaining learner engagement. Our three-pronged approach enhances an organization's current training by integrating a cutting-edge strategy that thrives in today's hybrid workplace environment.

**Capstone Reflection** After successfully finishing all three VLE™ courses and their corresponding final projects, VLE candidates will submit a self-evaluation, summarizing the acquired skills and identifying areas for further development.

**To inquire about our private course offerings and corporate group discounts, [click here](#).**

InSync Training Academy is authorized by IACET to award CEU credits for this program. To qualify for CEU's and accredited badge, participants must complete all required activities. [Click here to access the attendance policy for all programs.](#)

## OVERVIEW

- 34 Hours of Live Instruction & 1-to-1 Coaching & Showcasing
- Personalized Coaching
- Self-Directed Activities and Lessons
- Evaluated Final Projects and Teachback

## LEARNING OBJECTIVES

**Upon completion of all three courses, the learner will feel confident in their skills and ability to:**

- Create authentic learning experiences for the hybrid virtual classroom
- Deliver superior facilitation using best practices tools, models, and activities
- Provide strong production support that enhances virtual learning

## The VLE Immersive Bundle includes three of our most popular courses:

### Virtual Classroom Facilitation Mastery

Four 3-hour live lessons introduce facilitators to industry best practices. It provides the tools, models, and activities needed for success. [Click here](#) for course description.



### Virtual Classroom Design Mastery

Six 2-hour live lessons provide the design models needed to enable authentic learning in any virtual classroom. [Click here](#) for the course description.



### Master Virtual Producer

Three, 2.5-hour live lessons focus on the advanced skills producers need to host a successful virtual program. [Click here](#) for the course description.



Participants may enroll for each certificate separately or take advantage of this economical VLE Certification Bundle.

*“After completing this Certification course bundle, I could not feel more confident with my skills every time I step into the virtual space. I’m proud to be a VLE, and I know this will help in my current role and future advancement in my career.”*

**--Tim Graham, Virtual Learning Expert™ Certification Grad**



# CERTIFIED VIRTUAL LEARNING LEADER™



\$1600

\*Corporate Group Discounts Available

## BENEFITS

- 01** Discover the essential skills your L&D team requires to effectively design and implement virtual training sessions.
- 02** Develop advanced skills to guide your team towards exceptional virtual learning outcomes.
- 03** Acquire expertise in utilizing tools essential for conducting insightful individual team member evaluations.

**This distinctive certification program equips managers and virtual function leads with the skills to mentor team members in crafting their personalized journey towards virtual training excellence.**

In today's hybrid learning landscape, it's crucial for virtual learning professionals to establish a robust training capacity to attain virtual excellence. They must be prepared to evaluate, mentor, and nurture team members in delivering outstanding virtual learning experiences. A Certified Virtual Learning Leader™, equipped with the knowledge, skills, and tools to pinpoint areas for enhancement and offer valuable feedback, is essential for driving organizational success.

**This course employs our research-driven Inquire Engagement Framework™** to conquer the challenge of maintaining learner engagement. Our three-pronged approach enhances an organization's current training by integrating a cutting-edge strategy that thrives in today's hybrid workplace environment.

### The Final Project

Showcase your mastery of evaluating the virtual classroom skillset and leading strategies by assessing three L&D associates, providing well-documented feedback, and devising a comprehensive learning path tailored to address their developmental needs.

**To inquire about our private course offerings and corporate group discounts, [click here](#).**

## OVERVIEW

- Four 3-Hour live lessons
- Self-Directed Activities and Lessons
- Evaluated Final Project Presentation

## LEARNING OBJECTIVES

**Upon completion of this intensive certificate program, the learner will feel confident as a Certified Virtual Learning Leader™ with skills, including:**

- Ability to identify virtual excellence in program design, facilitation, and production.
- Assess learner engagement strategies across environmental, intellectual, and emotional dimensions.
- Use our robust proprietary evaluation instruments to assess virtual training team members.
- Compile data and identify issues relating to instruction and development at the organizational level



*“Taking the Certified Virtual Learning Coach training has allowed me to feel more confident leading my team of virtual learning professionals. Prior to 2020, we did all face-to-face training, so this was completely new for us. Now I can feel confident in my ability to lead the team to successful virtual experiences.”*

**--Katrina Parsival, Certified Virtual Learning Coach Learner**





“Taking this Hybrid class after the shutdown taught us all the things we need to consider in order to offer our courses successfully in our new hybrid learning environment. Many things we hadn’t considered, and we are so grateful for the tips/techniques. We are much more confident now!”

--Jose Alvarez, InSync Learner



# HYBRID VIRTUAL LEARNING

**\$ 550**  
\*Corporate Group Discounts Available

## BENEFITS

- 01** Understand the importance of and define the elements of hybrid learning in today's workplace
- 02** Bridge in-person, online, and blended learning options
- 03** Develop learning activities that captivate all learners, regardless of their mode of participation

**Hybrid virtual learning gained prominence and became indispensable during the pandemic. This learning environment continues to be one of the most demanding, as it is crucial to ensure that every learner remains engaged and no one is left behind.**

Purposeful and thoughtful planning is the key to hybrid learning success as organizations continue to define their workforce. This scenario-based workshop encourages participants to develop a training plan that addresses the global hybrid training requirements of a hypothetical company.

**This course employs our research-driven Inquire Engagement Framework™** to conquer the challenge of maintaining learner engagement. Our three-pronged approach enhances an organization's current training by integrating a cutting-edge strategy that thrives in today's hybrid workplace environment.

### The Final Project

In a reflection paper, learners will implement their new skills to overcome self identified challenges by employing the strategies and techniques covered in the course.

## OVERVIEW

- Two 2-Hour live lessons
- Self-Directed Activities
- Self-Assessed Final Project

## LEARNING OBJECTIVES

**Upon completion of this workshop, the learner will be confident in their skills and ability to:**

- Define hybrid learning elements and their impact on mobile, global, and virtual learning environments
- Foresee and adapt to the various situations in which learners may engage
- Incorporate video, breakout sessions, whiteboards and other learning technologies
- Blend self-directed and remote group learning activities to connect all learners
- Redefine the producer's role as a learning advocate for everyone, regardless of their mode of participation.
- Establish a culture of hybrid learning while managing the challenges of mobile learning, multi-cultural audiences, and more





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FOR ALL PLATFORMS, LANGUAGES,  
AND TIME ZONES**

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**VISUALIZE  
STRATEGIZE  
OPTIMIZE**

## **YOUR COMPANY'S VIRTUAL LEARNING EXPERIENCE**

### **Unlock Your Organization's Potential with InSync Training**

Elevate your virtual and hybrid learning strategies with InSync Training's state-of-the-art solutions. With over 20 years of expertise, we are dedicated to connecting people and content through technology, realizing success for organizations worldwide.

Our passion for learner engagement and innovative approach make us your go-to partner for comprehensive

virtual training. Experience exceptional learning with custom design, expert facilitators, and exceptional hosting support. Enhance your team's capabilities with industry-recognized certifications, trusted by Fortune 50, 100, and 500 clients.

**Discover the InSync difference at [insynctraining.com](https://insynctraining.com)  
and unleash your organization's potential today.**





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