



VIRTUAL LEARNING MASTERCLASS SERIES

2024

TABLE OF CONTENTS

VIRTUAL LEARNING APP-ENHANCED VIRTUAL CLASSROOM ENGAGEMENT	3
VIRTUAL LEARNING BLENDED LEARNING CAMPAIGN DESIGN	5
VIRTUAL LEARNING DESIGNING BLENDED HYBRID LEARNING	7
VIRTUAL LEARNING EMOTIONALLY INTELLIGENT VIRTUAL LEARNING	9
VIRTUAL LEARNING ENERGIZE VIRTUAL LEARNING	11
VIRTUAL LEARNING EVALUATING HYBRID & VIRTUAL LEARNING	13
VIRTUAL LEARNING GOING LIVE: FROM IN PERSON TO VIRTUAL	15
VIRTUAL LEARNING VIRTUAL CLASSROOMS: A MICROLEARNING APPROACH	17
VIRTUAL LEARNING THE BRAIN-BASED VIRTUAL CLASSROOM	19
VIRTUAL LEARNING VIRTUAL CLASSROOM PLATFORM DEEP DIVES	21



VIRTUAL LEARNING

APP-ENHANCED VIRTUAL CLASSROOM

COURSE DESCRIPTION

There's an app for everything these days, including a full catalog of third-party tools your team can use to craft a dynamic, collaborative virtual learning environment.

In this collaborative workshop, your team gets hands-on experience with third-party apps like Kahoot, Twiddla, Mentimeter, and Beekast. Teams learn to integrate them into live events to create active learning experiences that foster group problem solving and boost learner engagement.

PROGRAM OBJECTIVES

Evaluate the effectiveness of 3rd party tools.

Integrate the tools to create active virtual programs.

Enhance learner engagement and collaboration.

This program includes the following elements:

- A two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Reinforcing Final Project

Microlearning Toolkit

- Program Workbook
- Blog post – 3rd Party Technology Applications for Best Virtual Classroom Interaction
- Infographic – 6 Tips for Working with Third-Party Apps
- Video – Achieving Excellence Through the InQuire Engagement Framework
- Blog post – 35 Fun Icebreakers Perfect for Virtual and Hybrid Meetings
- Discussion forum to share insights and experiences throughout the program



LEARNING CAMPAIGN MAP





VIRTUAL LEARNING

BLENDED LEARNING CAMPAIGN DESIGN

COURSE DESCRIPTION

Flexibility is the key to optimizing blended learning and enhancing virtual training experiences so that learners can independently excel. You create cohesive blended learning experiences and maximize your investment.

In this collaborative workshop, your team tackles the challenges of global team collaboration in today's intricate blended learning environment. You learn how to consolidate lessons, resources, and activities into one curated learning path that optimally balances live and self-directed learning.

PROGRAM OBJECTIVES

Discuss how technology, design, people, place, and time influence blended learning.

Differentiate between instructional strategies, techniques, and technologies.

Ensure learning continues after the campaign is complete.

Design a blended learning campaign map.

This program includes the following elements:

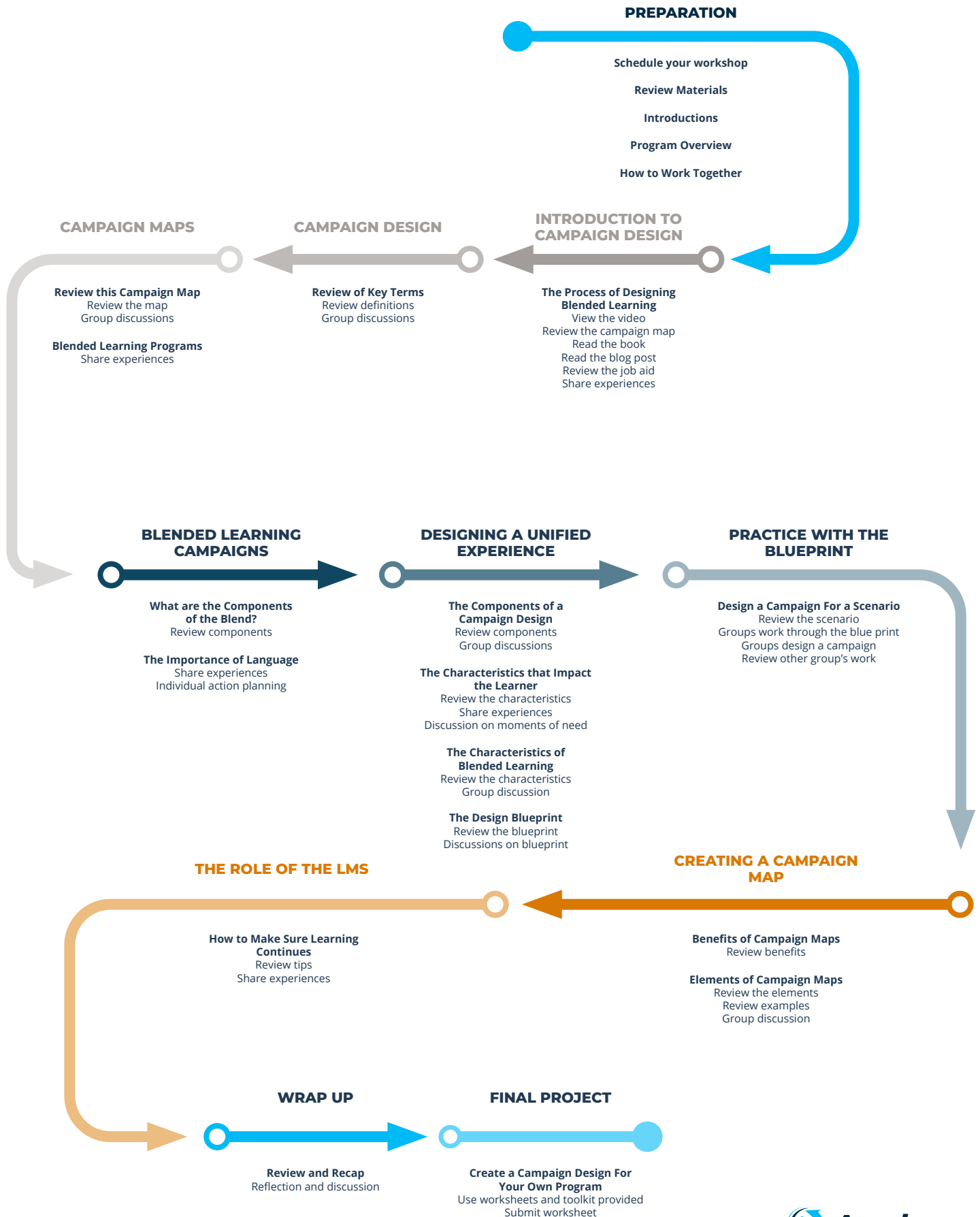
- A two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Reinforcing Final Project

Microlearning Toolkit

- Program Workbook
- Video – Perpetual Learning and Campaign Design
- Book – An Introduction to InSync Training's Perpetual Learning Design Model
- Job Aid – Mapping Learning Objectives
- Infographic – Modern Learning Instructional Design
- Blog post – 5 Characteristics of the Modern Learner Experience
- Discussion forum to share insights and experiences throughout the program



LEARNING CAMPAIGN MAP





VIRTUAL LEARNING

DESIGNING BLENDED HYBRID LEARNING

COURSE DESCRIPTION

Hybrid is the new blended learning. Designing learning experiences that meet the needs of your hybrid audience is mission critical. Why? Because merging people and content creates active and engaging blended learning.

In this collaborative workshop, your team creates an environment conducive to productive learning by merging hybrid and blended learning techniques, optimizing the advantages of each approach for enhanced learner experiences. It underscores the importance of designing resources that support the hybrid delivery team and ensures seamless instructional delivery across different work environments.

PROGRAM OBJECTIVES

Define the relationship between hybrid learning and blended learning.

Design programs that adapt to your hybrid audience.

Facilitate blended learning in the hybrid workplace.

Provide logistical support to ensure the success of a hybrid program.

This program includes the following elements:

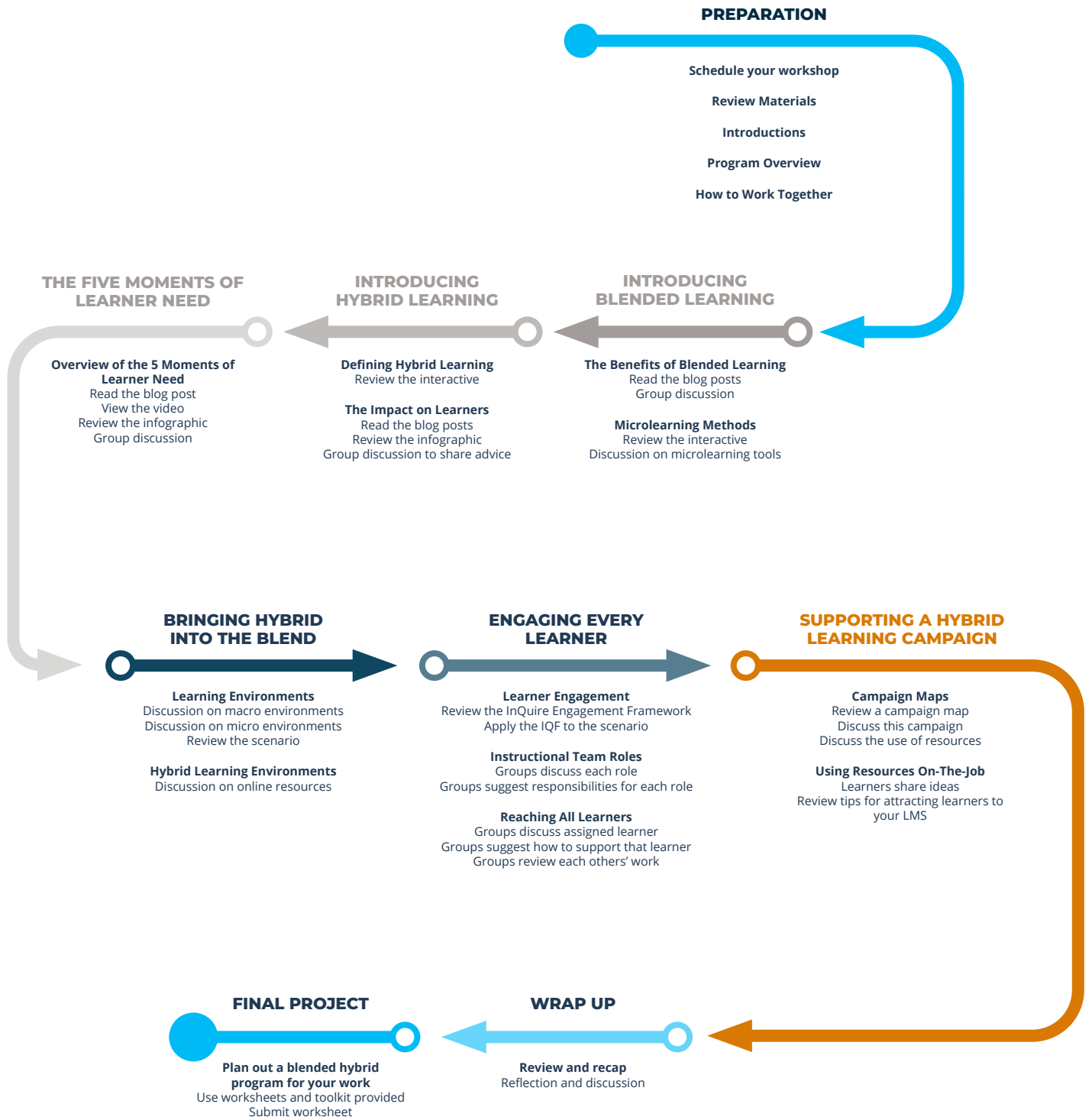
- A two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Reinforcing Final Project

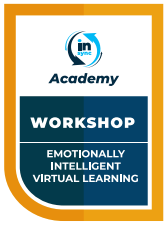
Microlearning Toolkit

- Program Workbook
- Blog post – How to Support Students in the Hybrid Classroom
- Blog post – 5 Reasons to Design Blended Learning Using a Campaign Approach
- Interactive – When to Use Each Microlearning Approach
- Blog post – Best Approaches to Hybrid Learning so No Learner Gets Left Behind
- Blog post – Are You Hybrid Ready, Willing, and Enabled for the Hybrid Classroom?
- Infographic – Are You Ready?
- Blog post – With Hybrid Learning, the Five Moments of Learner Need® Are More Important than Ever
- Video – An Overview of the 5 Moments of Need
- Infographic – 5 Key Moments of Learner Need
- Discussion forum to share insights and experiences throughout the program



LEARNING CAMPAIGN MAP





VIRTUAL LEARNING

EMOTIONALLY INTELLIGENT VIRTUAL LEARNING

COURSE DESCRIPTION

Good virtual training facilitators know the technology their platforms provide. Great facilitators complement those skills by knowing how to authentically connect with their audiences emotionally. And that's powerful.

In this collaborative workshop, your team explores how to foster positive and authentic virtual learning environments. We emphasize creating a psychologically safe environment where learners can express themselves freely. We explore the critical role Emotional Intelligence plays in these learning experiences, offering insights into how emotions can impact behavior and motivation.

PROGRAM OBJECTIVES

Internalize the role of Emotional Intelligence in virtual learning.

Assess how self-awareness, self-regulation, motivation, empathy, and social skills influence learners and outcomes.

Develop skills to help facilitators and learners manage emotions.

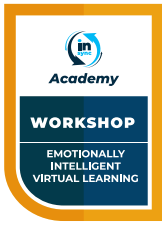
Nurture emotional engagement in live sessions.

This program includes the following elements:

- A two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Reinforcing Final Project

Microlearning Toolkit

- Program Workbook
- Video - The Explainer: Emotional Intelligence
- Blog post - Emotional Intelligence in Leadership
- Blog post - 8 Free Emotional Intelligence Tests That Reveal More about You
- Blog post - 12 Emotional Intelligence Examples
- Blog post - Emotional Intelligence at Work
- Video - Achieving Excellence through the Inquire Engagement Framework
- Blog post - 8 Considerations for Applying Emotional Intelligence to Learning
- Blog post - 7 Ways Facilitators Can Nurture Emotional Engagement in the Classroom
- Interactive - Communication Techniques
- Discussion forum to share insights and experiences throughout the program



LEARNING CAMPAIGN MAP

PREPARATION

- Schedule Your Workshop
- Review Materials
- Introductions
- Program Overview
- How to Work Together

INTRODUCTION TO EMOTIONAL INTELLIGENCE

- What is Emotional Intelligence?**
 - View the video
 - Read the blog posts
 - Group discussion
- Emotional Intelligence at work**
 - Read the blog posts
 - Group discussion
- Emotional Intelligence in Learning**
 - View the video
 - Read the blog posts
 - Review the interactive
 - Group discussion

EMOTIONAL INTELLIGENCE IN VIRTUAL LEARNING

- A Definition of Emotional Intelligence**
 - Review definition
 - Group discussion
- The Benefits of Emotional Intelligence in the Virtual Classroom**
 - Share ideas
 - Group discussion
- How it Ties to the Inquire Engagement Framework**
 - Review IQF
 - Group discussion

COMMUNICATING IN THE VIRTUAL ENVIRONMENT

- Methods for Communicating**
 - Brainstorm ideas
- Techniques for Communicating**
 - Review techniques
 - Groups share tips for each technique

NURTURING EMOTIONAL ENGAGEMENT

- What Can You do to Nurture Emotional Engagement?**
 - Individual reflection activity
 - Group discussion

EMOTIONAL INTELLIGENCE IN PRACTICE

- Redesign an Activity to Increase Emotional Intelligence**
 - Review a scenario
 - Groups redesign the scenario
 - Review other group's work

THE ROLE OF THE FACILITATOR

- The Facilitator's Emotions**
 - Discussion on causes
 - Share tips to minimize impact
- Making Connections**
 - Share tips
- Communicating Effectively**
 - Share tips
 - Review suggestions
- What We Need to Consider**
 - Share tips on being authentic
 - Share tips on considering learners

EMOTIONAL INTELLIGENCE AND ITS IMPACT ON LEARNING OUTCOMES

- The Five Aspects of Emotional Intelligence**
 - Review the aspects
- How They Impact Learning**
 - Individual reflection
 - Share ideas
 - Review characteristics
 - Group discussion

WRAP UP

- Review and Recap**
 - Reflection and discussion

FINAL PROJECT

- Redesign An Activity to Make It More Emotionally Engaging**
 - Use worksheets and toolkit provided
 - Submit worksheet



VIRTUAL LEARNING

ENERGIZE VIRTUAL LEARNING

COURSE DESCRIPTION

As ubiquitous as virtual learning is in the hybrid workplace, learners are tired. The need for engaging training that boosts engagement and reduces learning fatigue has become essential.

In this collaborative workshop, your team tackles the challenges of virtual classroom burnout, so learners value the experience and look forward to future programs. Your organization gets equipped with the necessary tools to transform the virtual learning experience. This makes it more dynamic, engaging, and sustainable.

PROGRAM OBJECTIVES

Analyze the primary causes of virtual classroom burnout.

Implement design and facilitation techniques to minimize learning fatigue.

Redirect behaviors that contribute to learning fatigue.

Alleviate virtual learning burnout.

This program includes the following elements:

- A two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Reinforcing Final Project

Microlearning Toolkit

- Program Workbook
- Blog post - Designing the Digital Classroom for Effective Adult Learning
- Podcast - Zoom Fatigue and Video in Hybrid & Virtual Training Delivery
- Survey - Stanford Zoom Exhaustion & Fatigue Scale (ZEF)
- Discussion forum to share insights and experiences throughout the program



LEARNING CAMPAIGN MAP

PREPARATION

- Schedule your workshop
- Review Materials
- Introductions
- Program Overview
- How to Work Together

WHAT DESIGNERS CAN DO

- Give Learners a Choice**
Review suggestion
Share experiences
- Use Webcams Purposefully**
Discussion on webcams
- Blended Learning Campaigns**
Reflection on this campaign
Group discussion
- Include Breaks**
Poll activity
Group discussion

DEFINING "ZOOM FATIGUE"

- What is "Zoom Fatigue"?**
Learners share ideas
Review scientific definition

INTRODUCTION TO "ZOOM FATIGUE"

- The Importance of Adult Learning Theory**
Read the blog posts
Group discussion
- The Impact of Using Video Cameras**
Listen to the podcast
Group discussion
- Your experience of "Zoom Fatigue"**
Take the survey
Group discussion
Individual reflection

WHAT FACILITATORS CAN DO

- Ensure Digital Fluency**
Review suggestions
- Make Eye Contact**
Discussion on webcam presence
- Make Social Connections**
Brainstorm ideas
Discussion on warm ups
- Get Them Moving**
Take a stretch break
Group discussion
- Limit Your Air Time**
Share ideas

WHAT LEARNERS CAN DO

- Build your Resilience**
Activity to demonstrate resilience
Group discussion
- Find Your Balance**
Discussion on boundaries
- Avoid Multitasking**
Activity to practice multitasking
Group discussion
- Know Your Energy Gains and Drains**
Learners share experiences
Group discussion

ENERGIZING VIRTUAL LEARNING

- Applying the Techniques**
Groups identify techniques used
Groups suggest ways to apply assigned techniques to their work
Groups review each others' work

FINAL PROJECT

- Apply the techniques to your learning program**
Use worksheets and toolkit provided
Submit worksheet

WRAP UP

- Review and recap**
Reflection and discussion



VIRTUAL LEARNING

EVALUATING HYBRID & VIRTUAL LEARNING

COURSE DESCRIPTION

Moving beyond simple learner feedback, you have to dig deeper to find actionable data that can truly inform your learning approach. We cut through the complexity to give you the tools to really understand what makes hybrid and virtual learning tick.

In this collaborative workshop, your team revamps a hybrid virtual training evaluation plan and looks into how you're doing as individuals and as an organization. You pinpoint what is and isn't working and get easy-to-follow steps to make things even better. We figure out why some training isn't working and tweak our methods to make sure our sessions are not just enjoyed but are really reaching our goals.

PROGRAM OBJECTIVES

Evaluate the effects of hybrid virtual learning.

Identify key program evaluation methods.

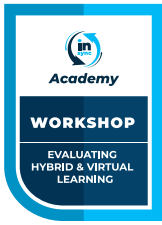
Develop a logic model that measures success.

This program includes the following elements:

- A two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Reinforcing Final Project

Microlearning Toolkit

- Program Workbook
- Video - Achieving Excellence through the Inquire Engagement Framework
- Podcast - Evaluating Hybrid and Virtual Learning
- Book - Evaluation Methodologies
- Discussion forum to share insights and experiences throughout the program



LEARNING CAMPAIGN MAP

PREPARATION

- Schedule your workshop
- Review Materials
- Introductions
- Program Overview
- How to Work Together

INTRODUCING LEARNING EVALUATIONS

- Considering Learning Evaluations**
 - Listen to the podcast
 - Read the book
 - Discussion on current evaluation processes
- Learner Engagement**
 - View video on the Inquire Engagement Framework
 - Discussion on aspirations for new evaluation approaches

PROGRAM EVALUATION METHODOLOGIES

- Defining Program Evaluation**
 - Group discussion
 - Review definitions
- Learner Engagement in Evaluations**
 - Review of the Inquire Engagement Framework
 - Discussion on use in evaluations
- Potential Methodologies**
 - Paired discussion on potential methodologies
 - Review of methodologies

EVALUATION PROCESS

- The Overall Approach to Evaluations**
 - Groups discuss potential approaches
 - Groups suggest questions to consider
- Setting Criteria Related to the Virtual Classroom**
 - Groups suggest criteria to set

ANALYZING DATA

- Analyzing Data For Evaluation**
 - Groups analyze scenario data
 - Groups summarize evaluation
 - Groups make recommendations for improvement

DRAFT LOGIC MODEL

- The Purpose of a Draft Logic Model**
 - Discussion
- CIPP Evaluation Model**
 - Overview of the model
 - Groups populate model based on scenario

DATA SOURCES

- Quantitative vs. Qualitative Data**
 - Discussion on differences
- Learners as a Data Source**
 - Brainstorm data available
 - Discussion on measurability of that data
- Technology as a Data Source**
 - Brainstorm data available
 - Discussion on relevance of that data
- The Facilitation Team as a Data Source**
 - Brainstorm data available
 - Discussion on measurability of that data
- Other Data Sources**
 - Discussion on any other data sources

MEASUREMENT

- Definition of Measurable**
 - Group discussion on reliability
 - Group discussion on validity
 - When data is not measurable
 - Share experiences

WRAP UP

- Review and recap**
 - Reflection and discussion

FINAL PROJECT

- Draft a logic model to evaluate a learning program**
 - Use worksheets and toolkit provided
 - Submit worksheet



VIRTUAL LEARNING

GOING LIVE: FROM IN PERSON TO VIRTUAL

COURSE DESCRIPTION

Your virtual training needs to meet and exceed expectations of the traditional classroom. So your team needs to redefine your content and facilitation techniques for maximum impact in a virtual learning environment.

In this collaborative workshop, your team explores the nuances of transitioning from in-person to virtual learning environments. We reevaluate content, refine design, optimize virtual platforms, and hone facilitation techniques to maximize impact. This comprehensive approach ensures a smooth and successful transition and enhances your capability to deliver impactful virtual classroom experiences.

PROGRAM OBJECTIVES

Evaluate the suitability of your content for virtual delivery.

Transform existing activities into a virtual format.

Prepare your L&D team for success.

Enhance the partnership between the facilitator and the producer.

This program includes the following elements:

- A two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Reinforcing Final Project

Microlearning Toolkit

- Program Workbook
- Blog post – How to Go Live! Taking a GREAT Program and Moving it to the Virtual Classroom
- Blog post – How to Go Live: Thinking About Virtual Classroom Facilitation
- Blog post – How to Go Live: Virtual Classroom Instructional Design Tips
- Interactive – Using InSync’s Four Step Process to Design Virtual Programs
- Interactive – Using InSync’s Design Document to Create Dynamic Virtual Activities
- Infographic – Don’t Skip the Debrief
- Interactive – Anatomy of a Facilitator Guide
- Discussion forum to share insights and experiences throughout the program



LEARNING CAMPAIGN MAP

PREPARATION

- Schedule your workshop
- Review Materials
- Introductions
- Program Overview
- How to Work Together

INTRODUCTION: MOVING TO VIRTUAL

- What's Different About Virtual Classroom?**
Read the blog posts
Group discussion
- Designing for the Virtual Classroom**
Review the interactives
Review an example
Apply the design process to the example
Share ideas
- Debriefing in the Virtual Classroom**
Review the infographic
Review the interactive
Share debrief ideas

GREAT LEARNING EVENTS

- Great In-Person Events**
Discussion
Review characteristics
- The Characteristics of Great Virtual Events**
How the same characteristics apply

TRANSITIONING TO VIRTUAL

- The Importance of Mindset**
How to reframe your vision
- How Virtual is Different for Each Role**
Groups identify differences for each role
Group discussion

DESIGNING A VIRTUAL ACTIVITY

- Converting an In-Person Activity to Virtual**
Review a scenario
Groups convert their activity to virtual
Groups review each others' work

SUPPORTING THE LEARNING EXPERIENCE

- The Role of the Producer**
Review technical tasks
Review instructional tasks
Group discussion

FACILITATING IN THE VIRTUAL CLASSROOM

- The Facilitator's Role**
Review characteristics
Group discussions
- Body Language in the Bandwidth**
Discuss how to see learners
Review InQure Engagement Framework

DESIGNING FOR THE VIRTUAL CLASSROOM

- Design Considerations**
Review considerations
- The Four-Step Design Process**
Review of the process
Review decisions required
Discussion on interaction

WRAP UP

- Review and Recap**
Reflection and discussion

FINAL PROJECT

- Convert an In-Person Activity to Virtual**
Use worksheets and toolkit provided
Submit worksheet



VIRTUAL LEARNING

VIRTUAL CLASSROOMS: A MICROLEARNING APPROACH

COURSE DESCRIPTION

“Bite-sized” content enhances engagement, creates a robust training experience, and serves as a lasting resource in any virtual learning campaign.

In this collaborative workshop, your team learns to integrate microlearning assets before, during, and after formal learning. This extends the experience into every moment of learner need and maximizes your development investment.

PROGRAM OBJECTIVES

Define microlearning best practices.

Incorporate microlearning into live virtual lessons.

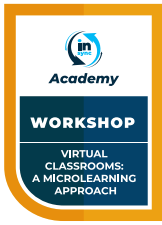
Design sustainable microlearning strategies for use on the job.

This program includes the following elements:

- A two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Reinforcing Final Project

Microlearning Toolkit

- Program Workbook
- Blog post–Use Microlearning Assets to Fuel Your Virtual Classroom
- Infographic–Six Steps to Adopting the Microlearning Approach to Design
- Blog post – Creating Virtual Training with a Microlearning Approach: Defining the Trend
- Whitepaper–10 Types of Microlearning
- Infographic–10 Microlearning Methods that Maximize Learning Outcomes
- Blog post–With Hybrid Learning, the 5 Moments of Need Are More Important than Ever
- Infographic–How to Incorporate Microlearning Techniques in Virtual Classroom Lessons
- Discussion forum to share insights and experiences throughout the program



LEARNING CAMPAIGN MAP

PREPARATION

- Schedule your workshop
- Review Materials
- Introductions
- Program Overview
- How to Work Together

THE BENEFITS OF INCORPORATING MICROLEARNING

- Defining Microlearning**
Learners suggest definitions
Review definitions
Review characteristics
- Making Microlearning Work**
Discussion on types of assets used
Video on microlearning vs. traditional learning
Review of push vs. pull learning
Review of the 5 moments of learner need
Group discussion

INTRODUCING MICROLEARNING

- The Benefits of Incorporating Microlearning**
Read the blog post
- Designing with Microlearning In Mind**
Review the infographic
Read the blog post
Discussion on ideas
- Types of Microlearning**
Read the whitepaper
Review the infographic
Discussion to compare the assets
- Microlearning in Hybrid Workplaces**
Read the blog post
Review the infographic
Discussion on moments of need

INCORPORATING MICROLEARNING INTO LIVE CLASSES

- Effectively Incorporating Microlearning**
Discussion on best practices
Review steps for design
Group discussion
- Choosing the Best Microlearning Tool**
Review of potential tools
Group discussion
- The Importance of Debriefs**
Review the infographic
Group discussions

DESIGNING MICROLEARNING

- How to Design Programs that Effectively Incorporate Microlearning**
Review worksheet and scenario
- Practice Designing Programs Incorporating Microlearning**
Groups use a scenario and worksheet
Groups design programs
Share experiences and takeaways

PERPETUATING THE USE OF MICROLEARNING

- Attracting Learners to Your LMS**
Review tips
Group discussions

FINAL PROJECT

- Review a Learning Program and Incorporate Microlearning**
Use worksheets and toolkit provided
Submit worksheet

WRAP UP

- Review and Recap**
Reflection and discussion



VIRTUAL LEARNING

THE BRAIN-BASED VIRTUAL CLASSROOM

COURSE DESCRIPTION

Your learners deserve robust engagement strategies to optimize their productivity. Introduce your team to a design approach grounded in neuroscience that fosters connections with learners on an emotional, intellectual, and environmental level.

In this collaborative workshop, your team levels up your virtual classes by diving into the exciting world of neuroscience-inspired activities and discovers how they can bring a new dimension to your content. You experience these activities firsthand, giving you the tools to transform your virtual classroom into an engaging and interactive space. Together, you design a virtual classroom activity that's not just strong in its content but also rich with opportunities for effective learning, cooperation, and putting theory into practice.

PROGRAM OBJECTIVES

- Apply** brain-based learning principles.
- Design** activities that engage learners.
- Ensure** higher-level learning.

This program includes the following elements:

- A two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Reinforcing Final Project

Microlearning Toolkit

- Program Workbook
- Book - Virtual Learning is Real Learning
- Video - Achieving Excellence Through the Inquire Engagement Framework
- Interactive - 12 Learning Principles You Can Wrap Your Brain Around
- Infographic - Don't Skip the Debrief
- Infographic - 6 Brain-Based Principles That Trump Traditional Teaching and Training
- Checklist - Brain-Based Learning Strategies for Engaging Learners
- Discussion forum to share insights and experiences throughout the program



LEARNING CAMPAIGN MAP

PREPARATION

- Schedule your workshop
- Review Materials
- Introductions
- Program Overview
- How to Work Together

INTRODUCING BRAIN-BASED PRINCIPLES

- Overview of 12 Learning Principles**
 - Read section of book
 - Discussion on impact of pandemic
 - Interactive activity to explore the brain-based principles
- Learner Engagement**
 - View video on the Inquire Engagement Framework
 - Discussion on variety of media

THE IMPORTANCE OF DEBRIEFS

- The Benefits of Debrief and Reflection**
 - Read section of book
 - Review infographic on debriefs
 - Discussion on debrief methods

PRESENTATION STYLES

- Lectures or Engaging Presentations**
 - View example video
 - Discussion on presentation styles

DESIGNING BRAIN-BASED ACTIVITIES TO MAXIMIZE ENGAGEMENT

- Using the Brain-Based Activity Worksheet**
 - Review of worksheet
 - Discussion on using the worksheet
- Designing Brain-Based Activities**
 - Groups use brain-based activity worksheet
 - Groups design an activity
 - Review of groups' designs

BRAIN-BASED LEARNING DESIGN

- Key Components of Brain-Based Activities**
 - Review of each component
 - Review potential strategies
- Review a Brain-Based Learning Activity**
 - Overview of example activity
 - Review components in this activity
 - Discussion on potential outcomes
- Participate in a Brain-Based Learning Activity**
 - Take part in "20 questions" activity
 - Discussion on outcome of activity
 - Impact of debrief on learning outcomes
 - Discussion on brain-based principles applied

IMPACT OF BRAIN-BASED LEARNING

- How the Inquire Engagement Framework Impacts Learning**
 - Discussion on the IQF
 - Discussion on guiding questions and learning objectives
- Defining Brain-Based Learning**
 - Review of definitions
 - The impact of fear on cognition
 - Discussion on brain science and ground rules
- How the Inquire Engagement Framework Aligns with Brain-Based Principles**
 - Review infographic
 - Quiz-based discussion

APPLYING BRAIN-BASED TECHNIQUES

- Exploring ideas on applying Brain-Based Techniques**
 - Review infographic for ideas
 - Review checklist of practical strategies
 - Discussion on applying techniques

WRAP UP

- Review and Recap**
 - Reflection and discussion

FINAL PROJECT

- Convert or Design a Brain-Based Activity**
 - Use worksheets and toolkit provided
 - Submit worksheet



VIRTUAL LEARNING

VIRTUAL CLASSROOM PLATFORM DEEP DIVES

COURSE DESCRIPTION

Getting the most out of your chosen virtual platform is critical for learner engagement and retention. Access to insider tips and strategies in facilitation, design, production, and tech can help your team excel.

This collaborative workshop is perfect for facilitators, designers, and all virtual training professionals. It delivers in-depth instruction in using feature-rich tools in custom learner engagement experiences. We provide more than the “point-and-click” of the virtual classroom—we show you how to integrate tools into your design. Pick your platform: Zoom, MS Teams, Webex, or Adobe Connect.

PROGRAM OBJECTIVES

Utilize the Virtual Classroom tools to maximize engagement and minimize tech disruptions.

Articulate what team members need to know about the platform specific to their role.

Optimize the use of your virtual platform.

This program includes the following elements:

- A two-week blended learning journey with one 2-hour live virtual workshop
- Supporting Microlearning Toolkit
- Reinforcing Final Project

Microlearning Toolkit

- Program Workbook
- Videos or articles on navigating your virtual platform
- Videos or articles on using your platform’s features
- Videos or articles on your platform’s settings
- Discussion forum to share insights and experiences throughout the program



LEARNING CAMPAIGN MAP

PREPARATION

- Schedule your workshop
- Review Materials
- Introductions
- Program Overview
- How to Work Together

INTRODUCTION TO YOUR VIRTUAL CLASSROOM PLATFORM

WHAT TOOLS ARE AVAILABLE

- Basic Interaction Tools**
Volunteers explain tools
Learners test tools

- Navigating Your Virtual Platform**
View the videos or read the articles
Share experiences

- Using the Interactive Tools**
View the videos or read the articles
Try the tools
Share experiences

- Exploring Your Platform's Settings**
View the videos or read the articles
Review the settings
Share experiences

USING THE TOOLS TO MAXIMIZE LEARNER ENGAGEMENT

- The Inquire Engagement Framework**
Review the framework
Group discussions

- Using the Tools to Engage**
Groups explore assigned tool
Groups share ideas
Review other groups' work

- Working with Breakouts**
Review how to set up and manage breakouts
Learners share ideas

WHAT DO THE INSTRUCTIONAL TEAM NEED TO KNOW?

- What do Designers Need to Know?**
Brainstorm ideas
Review questions

- What do Facilitators Need to Know?**
Brainstorm ideas
Review questions

- What do Producers Need to Know?**
Brainstorm ideas
Review questions

- Where can We Find the Answers?**
Groups explore the questions for their assigned role
Groups explore their platform's help center
Groups share learning
Explore outstanding questions

DEVELOPING DIGITAL FLUENCY

- What do I Need to Know?**
Individual action planning
Group discussion

FINAL PROJECT

- Create an Action Plan for Mastering Your Virtual Classroom Platform**
Use worksheets and toolkit provided
Submit worksheet

WRAP UP

- Review and Recap**
Reflection and discussion