

Define the **Modern Virtual Classroom** (live online; synchronous online)

Together online in real time (each accessing computer individually)

Effective live online programs take into consideration Design, Delivery, and Technology.

### Why is Design So Important?

The success of the program depends upon the course design. Every minute of an live online session is purposefully designed to maximize interaction and engage participants. Good design will take in to consideration delivery and technology in the design itself. Excellent facilitation skills and a robust technology will enhance good design.

### Top 10 Design Strategies

#### 1. Do your research and create an implementation plan

##### Strategy

Business drivers

Existing resources

Corporate culture/ change management

Costs

##### Skills

Skillsets

Training plan

Budget

##### Technology

“Right” technology

Technical administration

Delivery administration

✓ Strategy

✓ Skills

✓ Technology

#### 2. Utilize solid instructional design principles

Session Planner Tool:

<http://ow.ly/zUfg300SwRk>

Outcomes



Learning Objectives

Focus on Learner

#### 3. Determine the appropriate delivery format

##### Webinar

Features:

- Typically, no more than 1-hour facilitated live online
- Fast-paced and engaging
- Participants interact with each other and program content in real time
- One-way audio using VOIP
- Participants primarily respond in Chat and Emoticons
- Large group layout design and facilitation techniques

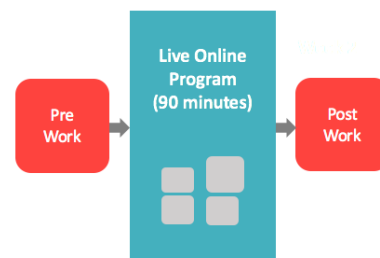
**Size:** 20+ participants

##### Blended Learning

Workshop:

- 1.5 – 2 hour sessions include all Webinar features, plus breakouts (working in small groups virtually)
- Emphasis on relevant business examples and challenges
- Opportunities for participants to learn through experiential and purposefully designed activities
- Reflect and engage with facilitator and peers

**Max size:** 16 participants



4. Right-size the amount of content

5. Design for interactivity  
Interactivity engages participants  
Every 3-5 minutes – something has to change.

6. Use a Producer (a must)

Producer manages the technology and the participants; technical producer vs. instructional producer that can function as a “co-host”.

7. Supporting materials for facilitator, producer and participants.

Include a scripted facilitator guide that includes a section for the producer. Create participant materials and make sure to reference them during the session.

8. In-depth knowledge of the technology

Quality design will take into consideration the full features of the technology available and design appropriate and impactful uses for them. This includes annotation tools, chat, polls/surveys, video, screen/application sharing, webcam, breakout rooms, and emoticons.

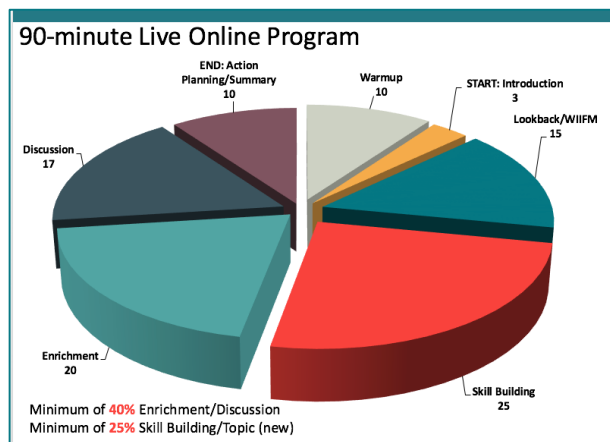
9. Know online facilitation techniques

It is not enough to just know the tools. It is important to know how they can best be utilized in the online environment. Take webinars to see new techniques.

10. More rigorous than instructor-led training

Take more time and can cost more...but the payoff is worth it. No more travel costs and extended time away from home and family.

5-8 times more  
design time!



Activity Selection Grid:  
<http://ow.ly/oMW6300SF>

Visit [www.connectandlearn.com](http://www.connectandlearn.com) to download your free copy of  
“Ten Things to Know Before Your Organization Transitions to Live Online”