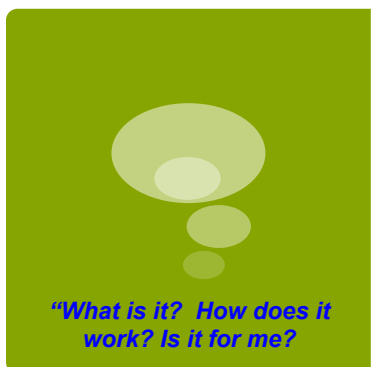


BAPT - the British Association for Psychological Type



**Virtual
Technology-
Making Learning
Meaningful**

Tim King (INTP)
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*“The Workshop Will Begin Soon”
(please stand by)*

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1



My Objectives

There is an opportunity to reach more people with learning sessions; easily and affordably- it is through the use of virtual training “platforms.”



*“Is this a method
I want to use?”*

1. Introduce the Technology
2. Factors to Consider in Using It
3. Tips & Suggestions for Using It
4. Ideas for Next Steps
5. Answer Your Questions- as we go

Concept:

Synchronous: same time; same platform delivery (virtual buy live)

Asynchronous: pre-published (recorded session; self-paced DVD;

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Follow Along & Take Notes



"I am curious. Yet I don't know what I don't know!"

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Tupelo Group, LLC

Virtual Webinars & Classrooms- 3pm-4pm London Time
 Tim King (INTP): timking@tupelogroup.com
 BAPT November 26, 2014

Formal Presentation:

A. Orientation & Pros/Cons of Virtual Training Technologies: 10 min.

- Goals for this session: general overview; my experience; Q&A
 - Introductions (based on # in session): verbal or via chat area
- Quick overview of the this technology: types & features
- GoToWebinar: a look at the presenter's panels (the "cockpit")

B. Adult Learning Concepts to Respect: 7 min.

- Use participant experience & insights to enhance learning: promote participation and make it OK for people to ADD to your perspectives
- Encourage interaction: chats; polling; exercises with a share afterwards
- Diverse content & activity to fit multiple learning styles ("type-based"; NLP: visual, auditory, kinesthetic, read/write
- Give ideas & options for short-term application: next 30-days
 - Including: addtl resources for follow-on "self-directed" learning

C. Preparing for a Virtual Session: 7 min.

- Construct a timeline you plan to follow; including how the technology will be used, pre-planned polling questions, other interactive ideas for each main item of your presentation timeline. Consider how you will:
 - Start-up
 - Deliver content: broken into main themes: start to end
 - Sub-areas that will cover the theme
 - Summary slide → transition to next theme
 - Summarize (at end) & Wrap-up
- Send invitations & materials in advance: the system will send reminders (set it for 30-minutes prior); include clear instructions for how people log in and get voice access- CAUTION people to use a headset, open PC mic & speakers = feedback issues. Consider what materials you give them before webinar.

Continued...

1 Mill Street, Suite 200

Office: (802) 865-2700

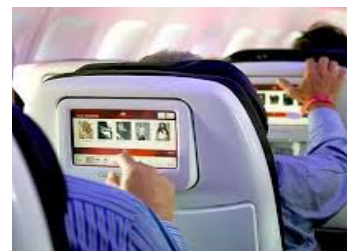
Fax: (802) 865-3700

Burlington, VT 05401

Entertainment System Onboard!



"As a participant I gain some useful learning advantages."



Would you prefer this, or...

this ???

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4

Orienting to the Technology



A. Orientation & Pros/Cons of Virtual Training Technologies: 15 min.

- Goals for this session: general overview; my experience; Q&A
 - Introductions (based on # in session): verbal or via chat area
- Quick overview of the technology: types & features
- GoToWebinar: a look at the presenter's panels (the "cockpit")



*"Is this a method
I want to use?"*

Concept:

GoTo Meeting: Conduct meetings; small workshops \$/mo.

GoToWebinar: Large sessions; presentation (seminar model) \$\$/mo.

GoToTraining: Interactive; virtual classroom (most interactive) \$\$\$/mo.

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5

Theater of the Mind



B. Adult Learning Concepts to Respect 10 min.

- Use participant experience & insights to enhance learning: promote participation and make it OK for people to ADD to your perspectives
- Encourage interaction: chats; polling; exercises with a share afterwards
- Diverse content & activity to fit multiple learning styles ("type-based"; NLP: visual, auditory, kinesthetic, read/write
- Give ideas & options for short-term application: next 30-days
 - Including: addtl resources for follow-on "self-directed" learning



*"How do I manage my
students' experience? It
will be hard for me too,
and it will take up time!"*

Concept:

The technology's features, the session design, and the power & progress of the PC/internet ALL merge together in this technology.

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Success Starts With Planning & Readiness



C. Preparing for a Virtual Session 10 min.

- Construct a timeline you plan to follow; including how the technology will be used, pre-planned polling questions, other interactive ideas for each main item of your presentation timeline. Consider how you will:
 - Start-up
 - Deliver content: broken into main themes: start to end
 - Sub-areas that will cover the theme
 - Summary slide → transition to next theme
 - Summarize (at end) & Wrap-up
- Send invitations & materials in advance: the system will send reminders (set it for 30-minutes prior); include clear instructions for how people log in and get voice access- CAUTION people to use a headset; open PC mic & speakers = feedback issues. Consider what materials you give them before webinar.
- Get on and be ready 30 minutes prior: files opened; your audio working; recording ready to start; remind your self of panels & menus; muting; any polling features, etc. (refresh on the system features you plan on using)
 - The use of a head set is best
- Have a "co-pilot" logged on (first few times): within your view of his/her screen



"I need to practice with it; maybe with something I know well."

Concept:

Chunking: Delivering learning in sequential "units" that build on one another
Course Design: Sequence of the delivery, interactive activities, practice or reflection, and Q&A time.... unit by unit from start to end

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7

Show Time....Action!



D. Starting a Virtual Session: using a PPT slide deck (PDF or PPT format) 10 min.

- Welcome people as they come on; check that they can hear you and you can hear them ok
- Include a picture of yourself on the 1st slide: I don't suggest using video UNLESS you plan on a small group (5 or fewer) and want an intimate "F-2-F" setting
- Once you start: it is much like a classroom session, EXCEPT you need to give an orientation to the technology and how they can use it for this session.
 - I suggest showing a slide just for this purpose
- Doing participant introductions: if 15 participants (max) you can have people introduce themselves to you and others (show a slide with what you want them to cover);
 - greater than 15: it will take some time (make it quicker, or skip it depending on value and on how much time you have)



"I am live- supa dupa! (or- Oh my god!")

Go To Sample Slides →

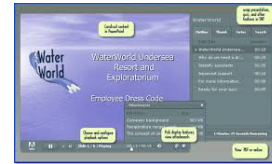
Concept:

Co-Pilot: See that screen to; what happens there when I do something
Take Your Time: Speed is not needed; OK to take time for "navigation"
Focus on them, not you: "See" the group in your mind; interact with them
Be agile: Audience likes flexibility; seize the learning moments.

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8

Deliver the Program- Pace, Engagement, Exercises



E. Conducting the Content & Feature Demonstrations 25 min.

- Rhythm: every 10-15 minutes use some form of a participation activity
- Chat area: people will use this the most; DON'T restrict it as it is the easiest way to get free-flow in this technology
- Transitions: visual is the dominant "sense" used in this technology; audio is next. So use a SUMMARY slide to hit on key points again, and it signals a transition to your next theme of the content.
- "Less is more": watch out for more content that you can cover using this technology (easier to get away with that in live classroom session). Easier to slow down and expand on topics of engage more participation for a while. than it is to speed up and have participation drop to zero.



"It's in motion; now I work my plan, use the tools, and intend for the best."

Concept:

Polling: Display pre-developed questions to collect audience responses

Raise Hand: Participant has a question; wants to talk with you

Questions (webinar): Submitting a question or response to the presenter

Chat: much like instant messaging; a forum for dialogue & sharing ideas/answers

Share Desktop: The see what you see (very easy; but turn off emails)

Share Application: The only see the application file: PPT; Word, Excel, etc.

Yes, That's It Really...



F. Closing the Virtual Session & Participant Follow-up 10 min.

- Overall summary slide
- Final Q&A
- Round robin exit (works well for under 10 people): "One key learning or insight you are taking away?" or "One thing you will do to apply this in next 30 days."
- How (if) it is OK for them to follow-up with you
- Any upcoming events worth mentioning
- Evaluation form (optional but valuable): send in follow-up email, or find way for it to pop-up upon their exit (or send them a link to a tool like surveymonkey.com)



"Ok, I am going to be ok- it's almost done ☺!"

Concept:

Relax & breathe: End authentically; its about saying good-bye; and thanking them

Summary Slide: Last chance to show & hit key take-aways; add encouragement

Recording2: Stop the recording

Summary & Wrap-up

*"Ok, maybe it's
worth a try!"*



Summary Key Points:

- Learning platforms have changed, so we change (no more blackboards & chalk)
- Practice, practice with others
- You can do this; and it does bring benefits
- Not for everything- hard to build skills in this setting
- Follow the recipe presented
- Follow-up with me if you like

How You Can get Started:

1. Download free trial of GoToMeeting (easier to play with) or GoToWebinar
 - other options: Webex- Meeting
2. Covert a past presentation into a 30-minute practice session
3. Organize & prepare; get 5 people invited to your trial version
4. Deliver it; make notes as you do
 - Get participant feedback
5. Set-up your own "guide" for conducting virtual sessions.

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11

Time For Questions



Thank You for Attending!



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12

Sample Slides



Personal Introductions

Introductions



- Name
- Organization
- Experience with consulting
- What you hope to learn today

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Help Them Use Technology

Webex e-Learn Technology

Introduction to screen content

- Your desktop set-up
 - Main Room screen (a Powerboard)
 - Separate "function" screens:
 - Hand raise tool (up/down)
 - Class list
 - Polling Feature
 - Chat Feature

Interaction Tips:

- Identify yourself when speaking
- Avoid having too much desktop activity (bandwidth)
- Jump-in, stay engaged

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