2014 ToP Virtual Focused Conversation

COURSE DESCRIPTION

Learn to lead engaging online meetings that elicit innovative thinking and creative problem-solving.

- Gain competency leading virtual meetings with Adobe Connect, and ToP Focused Conversation.

- Build your confidence as a virtual facilitator.

- Learn tools and techniques for eliciting participation, virtual meeting design, and five best practices.

LEARNING OBJECTIVES

To develop basic skills essential to virtual facilitation, including how to use tested and proven collaboration tools:

- *Adobe Connect* -- a flexible virtual collaboration platform where participants can build engaging meetings through the use of electronic sticky walls, virtual breakout rooms, and a variety of pods that elicit participation.

- *Minigroup* -- a lightweight, web-based collaboration and productivity platform. Members can post messages, share links, share any kind of file, schedule events, and assign tasks. Minigroup notifies members via the site and email when activity occurs in their groups.

WHO SHOULD ATTEND THIS COURSE?

This course is intended for anyone who is leading virtual meetings, for example: managers, team leaders, facilitators, trainers, coaches.

THE NITTY GRITTY

Participants experience practical, hands-on learning:

- *PRACTICE.* Integrate learning by designing a virtual Focused Conversation with a partner, and by practicing as facilitators and producers, with the rest of the class acting as participants.

- *COACHING. Receive one hour of one-on-one coaching from an instructor.* Use the hour to refine the virtual Focused Conversation to be practiced in Sessions 6 and 8.

- *FEEDBACK.* Receive peer and instructor feedback during practice sessions.

- *CLASSROOM.* Eight virtual sessions using Adobe Connect.

- *ASSIGNMENTS.* One to two hours of assignments between sessions deepens the learning, and includes watching videos, doing reading and exercises, and practice with a partner.

- *RESOURCES.* Class materials are shared using Minigroup.

SESSION PLAN

1 - Introduction, Orientating Participants to Adobe Connect

2 - Setting-Up An Adobe Connect Meeting Room

3 - Practice with Pods, Elements of Focused Conversation

4 - Virtual Focused Conversation and Layouts

5 - Participant-led Virtual Focused Conversations (2 hours)

6 - Breakout Rooms

7 - Using Special Features

8 - Participant-led Virtual Focused Conversations (2 hours)

2014 COURSE DATES/TIME

WINTER 2014

January 10, 17, 24, 31; February 7, 14, 21, 28

SPRING 2014

April 4, 11, 25; May 2, 9, 16, 30; June 6 (skip April 18 and May 23)

SUMMER 2014

July 11, 18, 25; August 1, 8, 15, 22; September 5 (skip August 29)

FALL 2014

October 3, 10, 17, 24, 31; November 7, 14, 21

TIMES

10:00 AM -- 11:30 AM Pacific
11:00 AM -- 12:30 PM Moutain
12:00 PM -- 1:30 PM Central
1:00 PM -- 2:30 PM Eastern
6:00 PM -- 7:30 PM UK (GMT)

TECHNICAL REQUIREMENTS

- A PC or Mac with up-to-date software that meets the minimum requirements for Adobe Connect.

- A USB computer headset with microphone.

- Participants receive a free trial license of Adobe Connect.

PRICING

- £525. Limited to 12 participants -- sign-up early!

- Receive an early bird discount of £30 when you register 3 weeks or more before the start date (Discound Code OC2013).

HOW TO REGISTER

To register, please contact:

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