

Train-the-Virtual-Trainer

Introduction

Under COVID-19, the training and learning model has been totally changed and become NEW NORMAL. No matter we're working as a teacher, an inhouse trainer, education expert, or a training consultant, we need to keep our expertise updated and sharpen so as to stay highly competitive in this VUCA market and world.

Target

Teacher, in-house instructor, educator or training consultant, or who want to enhance the comprehensive online learning planning ability.

Objective

- Know the essential skills and abilities for a highly effective virtual trainer
- Learn how to convert your classroom training into virtual training or blended learning
- Equipped with different practical online interaction skill (From simple to complicated)
- Learn different kind of leading skills for online training (E.g. Use of camera, different kind of microphone, and traps during online session)

Course Outline

Module 1 – Virtual Training 101

- Pros and cons of different types of online learning solutions
- All functions of the online training platform
- Benefits & Challenges of converting classroom to virtual training
- Essential skills & abilities of a Virtual Trainer

Module 2– Online training design & Interaction skills

- 3 steps to design the online training
- How to use & create online interactive skills
- 8 methods to engaging the participants
- Tips for using the camera, microphone as well as your voice

Module 3– Online training practical delivery skill

- Start your session with highly interactive atmosphere opening
- 4 skills to keep your audience attentive
- Create an impactful closing
- Shortcut and database to enhance your training material & visuals

Training arrangement (Zoom training)

Option B	Option C
Date & Time: Module 1: 16 July, 2020 (Thu) 8pm-10pm Module 2: 18 July 2020 (Sat) 10am-12pm Module 3: 18 July 2020 (Sat) 2pm-4pm	Date & Time: Module 1: 30 July, 2020 (Thu) 8pm-10pm Module 2: 1 Aug 2020 (Sat) 10am-12pm Module 3: 1 Aug 2020 (Sat) 2pm-4pm
Language: Cantonese	
Methodology : Online interactive platform (Zoom) · Quick games, group discussion and practice, Real online corporate training case, with updated online learning data sharing and theories	
Fee per delegate: <ul style="list-style-type: none"> • Modules 1, 2 & 3: HKD1800 • Modules 2 & 3 only: HKD1400 # Special discount for 3 delegates apply together: Modules 1, 2 & 3: HKD1400 Modules 2 & 3 only: HKD1200	



- Bonus 1:** Some extra interaction platforms out of Zoom or Webex. They're easy to use and fun!
- Bonus 2:** A practical checklist for online training for you to start your online session easily and apply the key takeaway.

Enrolment & Payment :

Please make cheque payable to “**CED School of Business Limited**” and send it together with this form to:

CED School of Business

Room 1003, 10/F., Office Tower Two, Grand Plaza, 625-639 Nathan Road, Mongkok, Kowloon

Trainer: Mr. CC

Mr. CC is an experienced head trainer who has over 15 years of experiences in both management and training. He was the head trainer of multinational organisation who has trained up numerous trainers for different regions, departments and functions. He's also specialized in managing holistic training system and designing various training solutions. As he kept providing wide range of managerial trainings for different industries and organisations, he has accumulated solid training capability. He also grasped the chance to develop online training program in these years so as to become the first mover to cope with the new normal of the learning environment and earned trust for corporate client.

Enquiry : Tel : 21539887 , Fax : 27703230 , Email : training@ced.edu.hk

Enrolment Form—Train the Virtual Trainer

Applicants should fill in all details in block letters and fax to (852) 2770 3230 or e-mail to training@ced.edu.hk

<input type="checkbox"/> Option B <input type="checkbox"/> Option C	<input type="checkbox"/> Modules 1, 2 & 3 <input type="checkbox"/> Modules 2 & 3 only		
Company Name		Contact Person Name:	
Address		Telephone:	
		Position:	
		Email:	
Delegate Name (Mr/Ms)		Delegate Name (Mr/Ms)	
Position		Position	
Telephone	Fax	Telephone	Fax
Mobile:		Mobile:	
Email		Email	
<ul style="list-style-type: none">✓ Seats are limited and available on a first-come-first-served basis.✓ Confirmation of class schedule will be sent one week before class starts. If you do not receive any confirmation three days prior to the course, please call (852) 2153 9887✓ Payment should be made together with the enrolment form before the course commencement or before the early bird deadline.✓ Applicants are expected to attend the training at the place and time specified in the leaflet. In case of cancellation, please notify us in writing 14 working days prior to the event. Substitutions can be made at any time without penalty.✓ Should a delegate fail to attend or withdraw after cancellation deadline, the full course fee remains payable and no refund.✓ All the course fee should be settled 3 working days before the class date. Late payment will be subject to HKD200 administrative charges.✓ Official receipt will only be issued upon written request.✓ Training Services Provider reserves the right to make alternations regarding arrangements.✓ Which channel do you get the information of this training courses? 1. <input type="checkbox"/> Fax 2. <input type="checkbox"/> Email 3. <input type="checkbox"/> Website 4. <input type="checkbox"/> Seminar 5. <input type="checkbox"/> Facebook 6. <input type="checkbox"/> LinkedIn 7. <input type="checkbox"/> Advertisement 8. <input type="checkbox"/> Business Manager 9. <input type="checkbox"/> Others : (Please specify) _____			

All the above information will be strictly used by CED School of Business for processing the application of the course only. For the details of the Personal Data (Privacy) Ordinance, please visit: <https://www.pcpd.org.hk/english/files/pdpo.pdf>

I agree and accept the above terms and conditions Signature : _____ Date : _____