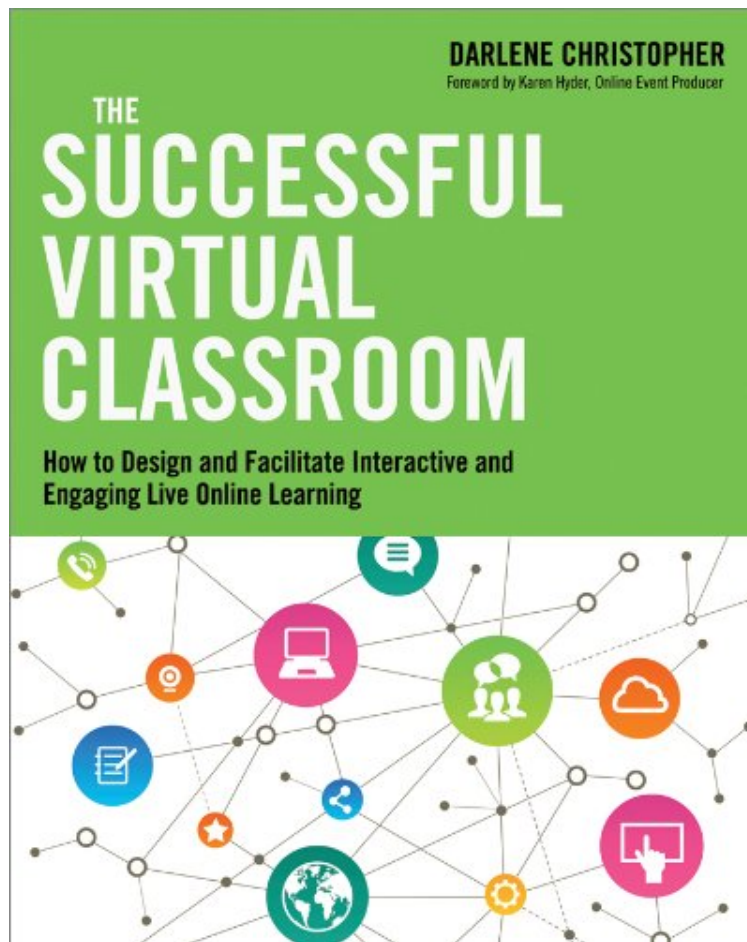


[Free read ebook] The Successful Virtual Classroom: How to Design and Facilitate Interactive and Engaging Live Online Learning

The Successful Virtual Classroom: How to Design and Facilitate Interactive and Engaging Live Online Learning

Darlene Christopher

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Darlene Christopher : The Successful Virtual Classroom: How to Design and Facilitate Interactive and Engaging Live Online Learning before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Successful Virtual Classroom: How to Design and Facilitate Interactive and Engaging Live Online Learning:

5 of 5 people found the following review helpful. A great investment--a solid addition to your professional library. By SquinkymomAs someone who has spent the greater part of the last 25 years in the learning industry--but very little of it in the virtual classroom space--I recently found myself needing a bit of help in figuring out how to design and facilitate an online learning event. Luckily, this guide was available to me, and it walked me through the entire process. The content here is really solid, makes sense, AND is presented in a way that lets you get to what you need....quickly. You can quickly identify the information that's best for you based upon your experience, whether you

need the whole PREP model or just parts of it. Great guidance that's hard to find anywhere else. Highly recommended. 5 of 5 people found the following review helpful. A must have for your Virtual Learning Tool Kit!

By Claudine Baker I was recently tasked to investigate the possibility of rolling out a key leadership training program using a virtual approach for our multi-million dollar organization. Learning and development efforts have previously been accomplished using a traditional classroom approach combined with critical on-the-job training with experienced personnel. I was thrilled to learn of Ms. Christopher's book from a trusted colleague and immediately ordered a copy. Once receiving the book, I dove right in and found it to be filled with critical information relative to this topic. Darlene writes with a straightforward style that helps the reader to increase their confidence with the medium by empowering them to begin to transform their existing instructional design and facilitation skills into the virtual world. I've used the book every step of the way starting with course development and culminating with delivery. We recently conducted a proof of concept session using a virtual platform that was met with very positive reviews. Our organization is now looking to increase our use of the Virtual Learning approach for the remainder of 2014 through 2015 and beyond. I particularly liked Darlene's PREP Model, Sample Rehearsal Evaluation Form, Course Conversion Comparison, and key skill sets needed for the facilitation team. Her insights helped our organization to realize the value of setting up contingencies in the case of technical problems during a session and adding a host to our facilitation team. The book was filled with practical examples of how other large successful organization quickly found value in implementing a Virtual Learning approach. This will remain a key resource for me as we move to the next phase of our implementation. I would highly recommend it to instructional designers, project managers, learning and development professionals, and any entity who wishes to quickly come up to speed on the Virtual Learning Approach. Thanks Darlene for such a valued resource!

-Claudine Baker, Learning and Development Professional with more than 13 years of experience in the Training Industry.

3 of 3 people found the following review helpful. Best book I've read on Online Learning!

By Michael Randel Darlene has done us a great service by creating this book! It is full of practical advice, drawing from her extensive experience in designing and facilitating engaging online learning. Her PREP model is particularly useful, and offers a practical guide through the steps required to conduct successful online learning. An additional bonus is the large number of tips scattered throughout the book, helping provide easy-to-implement actions that will be helpful to both novice and seasoned learning professionals. Also valued are the insights for working with global audiences, taking account of both time zone challenges and different cultural approaches. I recommend this book to everyone interested in online learning!

Virtual training gives learning professionals unprecedented flexibility, making it possible to reach participants globally and unite physically dispersed teams. But designers and facilitators must adapt their programs and delivery styles in order to be effective in this new medium. The Successful Virtual Classroom goes beyond introducing the technology, to offer trainers proven techniques tailored specifically to engage live online audiences. Packed with easy-to-use tools, checklists, and worksheets—as well as case studies from Oracle, UPS, and more—the book introduces the PREP model for planning, rehearsing, executing, and then conducting a post mortem following the training event. Readers will learn how to: Make the most of virtual classroom features such as content and screen sharing, annotation tools, polls, and breakout rooms; Weave chat responses into the discussion; Compensate for the absence of body language; Monitor feedback; Engage individuals with different learning styles; Encourage audience contribution; Meet the unique needs of global participants; And more. Featuring icebreakers and interactive exercises designed for an online environment, this book helps readers create programs that truly drive learner engagement.

"All virtual classroom facilitators need this book" --Learning Solutions Magazine "provides a refreshing look at the art of virtual training and facilitation...Practitioners will find this resource to be a welcome addition to their existing toolkits." --TD magazine "...a resource for those starting out or those already conducting virtual learning sessions who want to learn more." --Technical Communications

From the Back Cover Every learning environment is different. When it comes to virtual learning, you must prepare yourself for a whole host of new considerations in order to deliver effective training. The Successful Virtual Classroom arms you with a proven approach, tools, techniques, and exercises to create the engaging, interactive, and memorable learning experiences demanded by today's increasingly mobile and globally dispersed workforce. Packed with interaction examples, icebreakers, exercises, worksheets, and easy-to-use templates—as well as case studies from organizations such as Oracle, UPS, and more—the book helps you bring the virtual classroom to life in high-impact ways, whether you're uniting physically dispersed teams, reaching participants globally, or simply providing training in a more convenient manner. Going far beyond a mere introduction to new technology, Darlene Christopher introduces the unique and powerful PREP Model, which takes you step by step through the stages of planning, rehearsing, executing, and post session reviews for fine-tuning your program. You'll learn how to: Leverage virtual classroom features such as content and screen sharing, annotation tools, polls, and breakout rooms * Consider every aspect of training from the participant's perspective * Convert existing face-to-face training materials for virtual classroom use * Compensate for

the absence of body language * Weave chat responses into the discussion * Monitor participant feedback * Encourage audience participation * Engage individuals with different learning styles * Meet the unique needs of global participants. Virtual training gives you and your learner's unprecedented flexibility...but the new tools at your disposal are only as good as your ability to adapt your training style. This book shows you how to orchestrate and deliver the high-impact virtual interactions your organizations and participants have come to expect. Advance Praise for *The Successful Virtual Classroom* "If you're looking for an accessible and practical book that will help you master the virtual classroom, this book hits the mark. It's a MUST-read for today's technologically enabled learning-and-development professional charged with developing effective virtual programs for an increasingly diverse and globally dispersed audience." -- Elaine Biech, author of *Training for Dummies*; editor of *ASTD Handbook* "Complete with step-by-step instructions, case studies, checklists, and ideas for icebreakers and exercises to keep virtual training sessions intershy;active and engaging, *The Successful Virtual Classroom* is an indispensable resource for both new and experienced virtual trainers." --Anne Schwartz, Vice President, Global Leadership and Talent Development, UPS "Delivering learning using alternative delivery methodologies is critically important for today's learning organizations. This book provides relevant and practical information about how to design and implement virtual classrooms. A useful resource for anyshy;one interested in managing learning in the digital age." --Tamar Elkeles, Ph.D., Chief Learning Officer, Qualcomm DARLENE CHRISTOPHER is a Regional Knowledge Learning Officer at the World Bank. She has been designing and delivering virtual training programs for global audiences for more than ten years. Connect with Darlene at: Twitter @darlenec Website: www.successfulvirtualclassroom.com About the AuthorDarlene Christopher has designed and delivered virtual training programs for global audiences for ten years, has authored numerous articles on virtual training, and is a contributing author to the *ASTD Handbook*, 2nd ed., *Road Tested*, *SCORE! For Webinar Training*, and the 2012 Pfeiffer Annual Training. She is a Knowledge Learning Officer for the World Bank in Washington, DC, where she directs regional learning programs for staff and provides technical leadership on distance learning programs for international government institutions. Previously, Darlene held technology development and management positions at Disney Internet Group, 3Com, and Nextel. Darlene has an MPA in International Management from the Monterey Institute of International Studies and a BA in Spanish from the University of California, Davis.