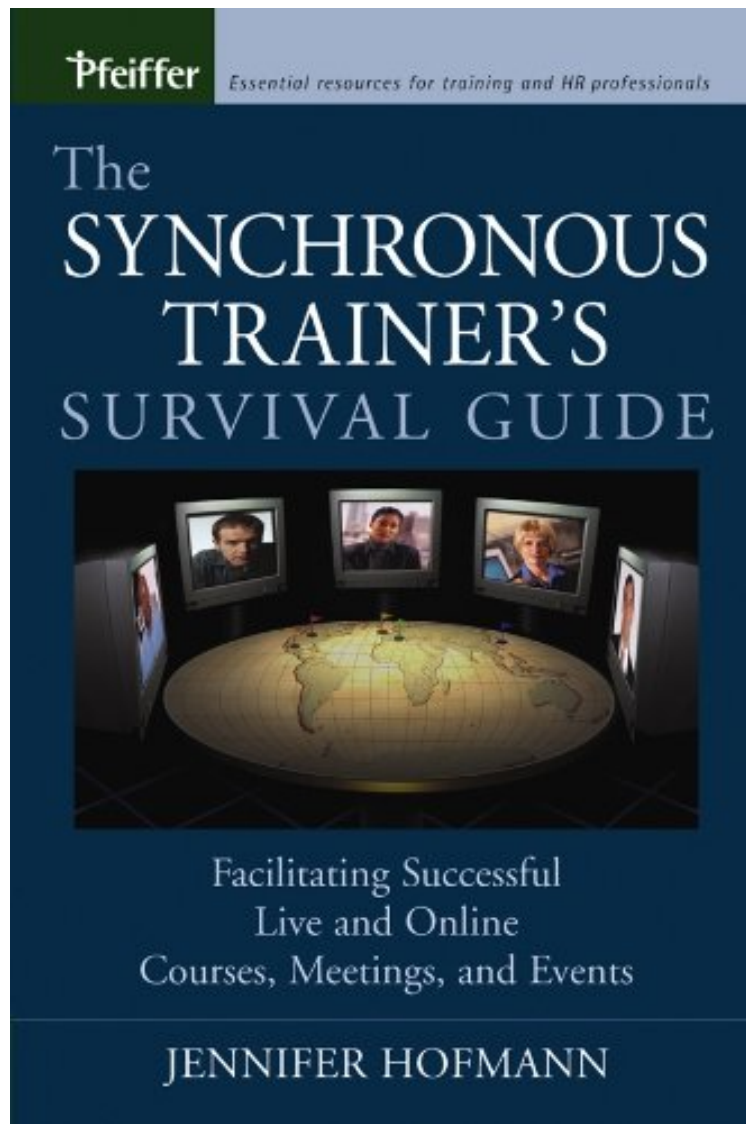


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# The Synchronous Trainer's Survival Guide: Facilitating Successful Live and Online Courses, Meetings, and Events

*Jennifer Hofmann*

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**Jennifer Hofmann : The Synchronous Trainer's Survival Guide: Facilitating Successful Live and Online Courses, Meetings, and Events** before purchasing it in order to gage whether or not it would be worth my time, and all praised The Synchronous Trainer's Survival Guide: Facilitating Successful Live and Online Courses, Meetings, and Events:

0 of 0 people found the following review helpful. A MUST for on-line trainersBy Duane WilmotI have been a trainer

for 10 years. As we began exploring on-line training I understood that the development and facilitation of on-line training was going to be different and require a different mindset (in spite of what others within my program believed). This book provides a great starting point. I have found it useful in my designing and facilitation, and I have shared it with my training partners who thought they could simply take the materials they previously taught face-to-face and stick it in Live Meeting and call it training. They then were able to put on some very affective sessions. This is not the be all end all. I also suggest Live and On Line by the same author as a resource with even more detail. 0 of 0 people found the following review helpful. Good Read for Trainers By aosbo001 This is a good book for instructors and trainers who use an online delivery platform. The author included several helpful tips about how to conduct a live meeting online, how to teach online students and manage an online class, and other live online events. I found the book to be very informative and it met all of my expectations. The book is helpful if you are new to teaching or training online and to established online instructors and trainers. Everyone who is an online teacher or trainer can glean some helpful tips from this book. 0 of 0 people found the following review helpful. Needed a book and this fulfilled the need By Leslie David While I develop online learning I haven't conducted synchronous learning in quite a few years and needed a book to give me information on how to develop for more advanced products than I'd used before.

The Synchronous Trainer's Survival Guide is a hands-on resource for enhancing your real-time e-learning sessions. Written by Jennifer Hofmann, a synchronous training leader, it is the first and only book focusing solely on this emerging training method. If you're new to synchronous training, everything you need to know is right here. If you're a seasoned pro the practical tips, tools, and customizable templates in this book will ensure the success of your online training courses, meetings, and events.

"eLearning requires eTeachers. As synchronous tools and teaching grows, we must also grow the skills and strategies of teachers working in the virtual classroom. The Synchronous Trainer's Survival Guide is a great resource for the new or experienced eTrainer." — Elliott Masie, president, The MASIE Center "The shortest path for most instructors to become more impactful is through synchronous training. And the shortest path for most instructors to become proficient in synchronous training is to use this unique book." — Clark Aldrich, cofounder, Simulearn and author, Simulations and the Future of Learning "The virtual classroom is truly a brave new frontier in training. Jennifer Hoffman's new book is appropriately titled, because it will allow readers to, in fact, thrive in the implementation of this exciting new training technology. Jennifer's hands-on experience, as reflected in the book's content and organization, is a great resource for anyone venturing into this otherwise uncharted territory." — Ed Underwood, manager of research and development, Farm Credit Financial Partners, Inc. "The Synchronous Trainers Survival Guide will allow you to get your synchronous project on track quickly and will save you from potentially costly mistakes and missteps. Hofmann's easy-to-read charts, tips, and humorous real-life examples will rapidly get you up to speed on this emerging training technique." — Nanette Miner, president, The Training Doctor, LLC "An essential tool for anyone delivering instruction in the live virtual classroom. This book goes the extra mile helping readers maximize the technical features found in virtual classrooms such as assessments, polling, feedback, breakout rooms, and other educational capabilities. In addition to helping the reader make the most of technology, this guide looks at the essential instructional design elements that differentiate an e-learning experience from an e-meeting experience. When the best practices from this book are applied you will be able to do more than simply survive!" — Dr. Margaret Driscoll, market development manager, Workplace Learning Products, IBM Lotus Software From the Back Cover Create Dynamic e-Learning The Synchronous Trainer's Survival Guide is a hands-on resource for enhancing your real-time e-learning sessions. Written by Jennifer Hofmann, a synchronous training leader, it is the first and only book focusing solely on this emerging training method. If you're new to synchronous training, everything you need to know is right here. If you're a seasoned pro the practical tips, tools, and customizable templates in this book will ensure the success of your online training courses, meetings, and events. "e-Learning requires e-Teachers. As synchronous tools and teaching grows, we must also grow the skills and strategies of teachers working in the virtual classroom. The Synchronous Trainer's Survival Guide is a great resource for the new or experienced e-Trainer." — Elliott Masie, president, The MASIE Center "The shortest path for most instructors to become more impactful is through synchronous training. And the shortest path for most instructors to become proficient in synchronous training is to use this unique book." — Clark Aldrich, cofounder, Simulearn and author, Simulations and the Future of Learning "The virtual classroom is truly a brave new frontier in training. Jennifer Hofmann's new book is appropriately titled because it will allow readers to, in fact, thrive in the implementation of this exciting new training technology. Jennifer's hands-on experience, as reflected in the book's content and organization, is a great resource for anyone venturing into this otherwise uncharted territory." — Ed Underwood, manager of research and development, Farm Credit Financial Partners, Inc. "The Synchronous Trainer's Survival Guide will allow you to get your synchronous project on track quickly and will save you from potentially costly mistakes and missteps. Hofmann's easy-to-read charts, tips, and humorous real-life examples will rapidly get you up to speed on this

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About the Author Jennifer Hofmann is an e-learning consultant who specializes in the design and delivery of synchronous and blended learning. Jennifer owns and manages InSync Training, LLC. Her team provides workshops, consulting, and development services to organizations looking to implement a synchronous classroom, and has experience using all of the major synchronous platforms.