

# Train the Online Trainer

## Virtual Facilitation Skills

For facilitators, coaches and trainers

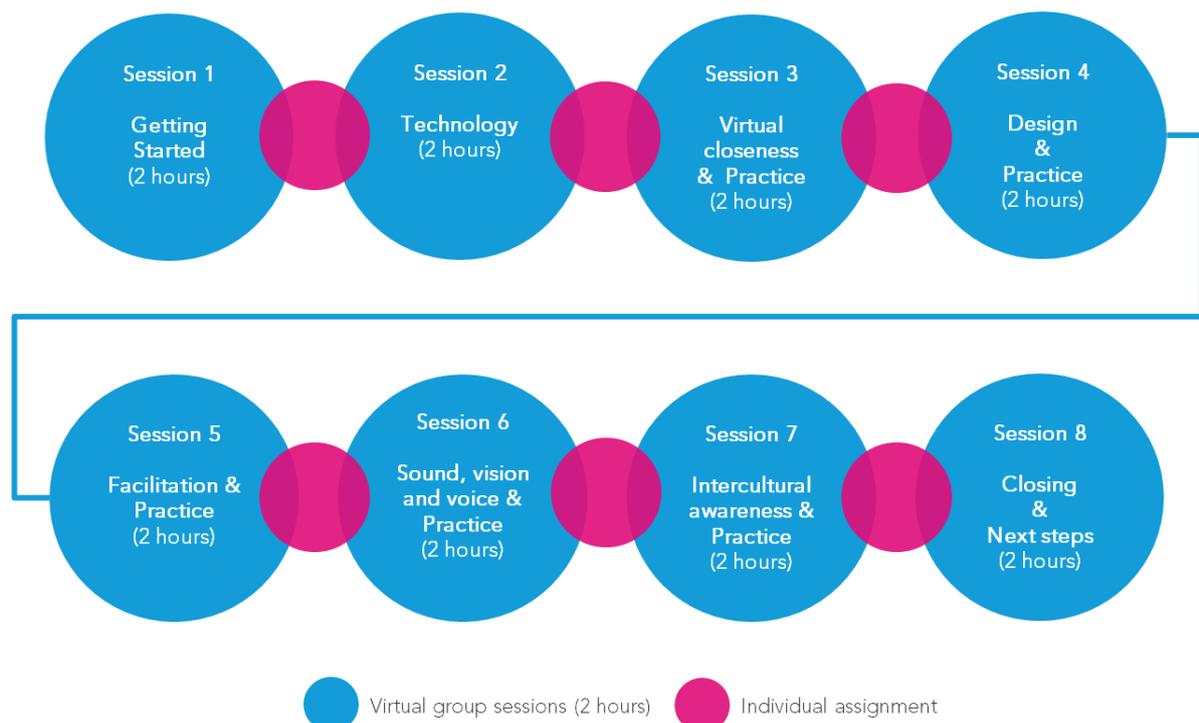
Are you:

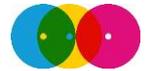
- Getting more and more requests from clients to deliver coaching or training virtually?
- Finding yourself doing more and more facilitation and meetings virtually?
- Are you interested in new learning methodology and keen to apply this in your practice?

## Why develop Train the Online Trainer?

Globalization and technological advancement are rapidly changing the way people work. Working virtually in remote teams is becoming the rule instead of the exception. This new way of working requires a new way of training and coaching. Online facilitation allows you as a facilitator, trainer or consultant to reach all potential clients, regardless of their location. Since 2009, Nomadic IBP has gained considerable experience in the field of online facilitation and has trained over 100 facilitators since.

## Programme overview – Train the Online Trainer-





## Outcomes

Our programme aims at preparing you to design and deliver online training and facilitation in an interactive way. This means you will learn how to design online training sessions, team meetings, group coaching and webinars that are just as interesting and engaging as those that you deliver in a face-to-face setting. Our vision is that virtual coaching and training can be meaningful, inspiring, impactful and fun. If you deliver one on one executive coaching virtually, you will also benefit from our programme.

Upon completion of this Train the Online Trainer programme, you will be able to:

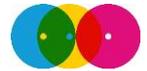
- Successfully facilitate online sessions in an interactive, spontaneous way
- Design interactive online sessions
- Comfortably handle online training technology
- Apply the tricks of the trade.

## An Interactive Approach

The programme is virtual. All content of the programme is delivered in a highly interactive fashion. This means that you will practice extensively. At least half of each session is to gain hands-on experience and you will receive ample feedback from your peers and the trainers. After practicing, participants will receive written feedback from the trainer. In addition to skills practice, the group itself serves as a learning group to experience in the here and now how trust is built virtually. We will reflect on group dynamics and team development as we move through the 8 sessions over the course of 2 months. To ensure that each session will be interactive and engaging, the number of participants in each group will be limited to 10.

## Topics

- Differences between face-to-face and virtual learning
- Designing for interactive online learning
- Facilitation in an interactive way
- Listening as the key communication channel in virtual space
- Finding your authentic virtual facilitation style
- Building virtual relationships and trust, without face-to-face contact.



## Time investment

Virtual training hours (theory, practice, feedback):	16 hours
Individual preparation:	8 hours (estimate)
<b>Total</b>	<b>24 hours (approx.)</b>

After completion of the programme, we can offer you support on virtual facilitation, feedback sessions or advice, on an individual basis, at an hourly fee.

## Credits

Upon successful completion of the programme, you will receive a certificate from Nomadic IBP. With this certificate, ICF members will be able to claim the following CCE credits:

CCE Category	Units
ICF Core Competencies	11.00
Resource Development	5.00



For NIP registered psychologists in the Netherlands this program will grant you 8 Permanent Education (PE) points.

## Minimum requirements for certification and credits

The minimum requirements for certification and credits (ICF, NIP and Nomadic certificate) for the Train the Online Trainer Programme are:

1. Attend at least 6 sessions out of 8 personally
2. Watch /listen to recordings of missed sessions
3. Hand in learning journal at the end, reporting how many sessions attended /recordings listened to
4. Designed and delivered 20 min practice session with positive outcome (written feedback from the trainer)

## Technical requirements

- A computer or laptop with high speed Internet
- Possibility to use WebEx Training Center (some organizations with a high security level have firewalls that block WebEx)
- A USB headset
- A quiet place to work (no background noises).



## What happens if I cannot make all the dates?

Do not worry. We record the sessions so you can watch and listen to them when you do have the time. However, in order to create an engaged learning group we would prefer you to sign up for the next group if you know up front you are going to miss more than one session.

## Dates

For **open enrolments**, please check our [calendar](#) on the website.

For **In-Company training**, please feel free to contact us to look for the best option.

## Open Enrolment

We would like to know about your type of work and your specific expectations. Therefore, the first step in enrolling is filling out an online survey. We will send you the link for the survey after you enrolled in the programme.

<b>Pricing for Independent Professionals x person</b>	
Virtual sessions and training materials	€ 1.195.-*
Travel and accommodation:	€ 0.-
<b>Pricing for Organisations x person</b>	
Virtual sessions and training materials	€ 1.395.-*
Travel and accommodation:	€ 0.-
Hourly fee for individual support:	€ 225,-*

*\* VAT applies to participants based in the Netherlands  
SIETAR & CCL Members enjoy a 10% discount!*

## In-Company

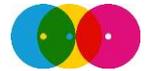
If you would like to have an exclusive, tailored in-company training for your employees, please contact us.

## Questions?

Contact **Linda Voorthuis** (office manager) at [voorthuis@nomadicibp.com](mailto:voorthuis@nomadicibp.com) or **Fredrik Fogelberg** (lead trainer) at [fogelberg@nomadicibp.com](mailto:fogelberg@nomadicibp.com).

Phone: +31 33 462 1932

Web: [www.nomadicibp.com](http://www.nomadicibp.com)



## About Nomadic International Business Psychology

We make virtual working work. We train the trainer, we train the leader and we train the team in 20 languages on 5 continents

### Testimonials

This is what some of our previous participants had to say about this programme:

*“Thank you so much for the course –  
I have got a tremendous amount out of it.”*

*“Assumed before this was cold and abstract,  
no connection possible; now I’m convinced of the opposite.”*

*“How utterly fun virtual facilitation is.”*

*“Just do it! Interactive, energetic, amazing  
to see a group bonding on line without any visual.”*

*“This has been a really excellent experience,  
and it has opened my eyes to the wonderful  
potential of this way of working.”*

*“It reflects real life training and more.”*