Train the Online Producer

Virtual Producer Skills

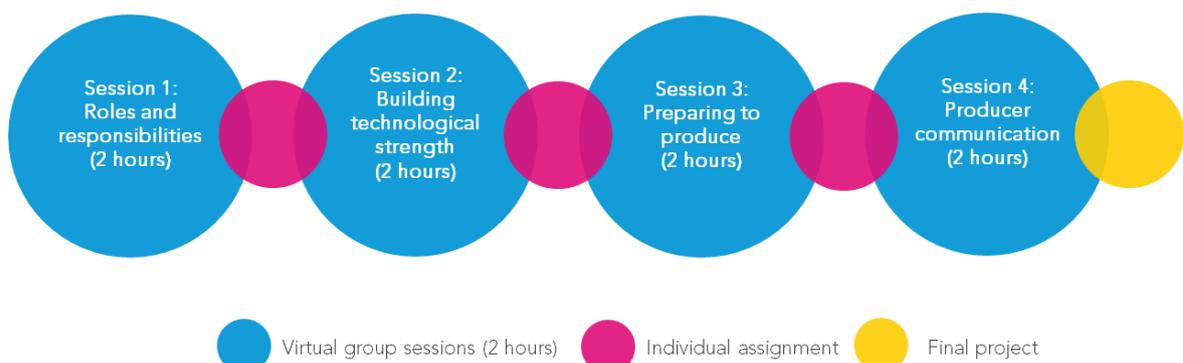### For facilitators, coaches and trainers

Objective

Any virtual event will greatly benefit from having a skilled and experienced producer supporting the facilitator. The virtual producer mainly handles all technical aspects of the meeting, and can contribute in many other areas to the success of the event.

The objective of the Train the Online Producer training is to provide individuals with the essential skills a producer needs, to ensure the smooth and successful delivery of a virtual event and to enable individuals to use all the tools available in the platform in the most efficient way in order to provide both technical and instructional support to participants and facilitators.

Overview

The training consists of:

- Four customizable virtual synchronous training sessions of 2 hours each, focusing on providing hands-on practice and a solid technical and instructional knowledge base.
- A highly experiential virtual program backed by asynchronous (between sessions) assignments for all participants, providing learning opportunities, theory and ideas for individual development. The assignments dovetail with the themes and practice activities in each live synchronous session.
- A personal development project for each participant at the end of the course, which will fit their individual objectives in developing their producer skills. After submission, participants will receive detailed written feedback on the results of their project.

Session 1: Roles and responsibilities (2 hours) — Session 2: Building technological strength (2 hours) — Session 3: Preparing to produce (2 hours) — Session 4: Producer communication (2 hours)

Virtual group sessions (2 hours)   Individual assignment   Final project

Included in this training program

- An intake survey to assess expectations and participant training needs
- A full course outline – effectively tailored to the company's needs
- A customized group page with all relevant information for course participants. This avoids sending participants a large number of unnecessary e-mails
- Four virtual group training sessions with a strong focus on hands-on practice
- A delivery team consisting of a facilitator and a session producer, both multilingual
- Individual asynchronous assignments in between virtual sessions for all participants
- A personal development project for each participant with detailed feedback on their results
- Checklists & tools to facilitate the on-the-job implementation of the skills learned
- Membership in the alumni community 'Nomadic Academy' with open space sessions for practice (free of charge) and master classes (at a fee)

Outcomes

Upon completion of this program, participants will be able to:

- Define the roles and responsibilities of the producer
- Identify the primary technical and instructional tasks a producer takes on to support the facilitator
- Recognize the primary responsibilities of a producer before, during, and after a synchronous session
- Identify the materials a producer needs to support the facilitator and the participants
- Successfully produce an online session in cooperation with a facilitator
- Provide technical and instructional support during the event as well as 30 minutes before and after the event
- Monitor the technical aspects of a virtual course, while keeping an eye on the input and engagement of the participants, as well as supporting the facilitator

Time investment

Virtual training hours (theory, practice, feedback):	8 hours
Individual preparation:	7 hours (estimate)
Total	**15 hours (approx.)**

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.

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).

In Company training – Our approach

The Nomadic IBP Team is highly experienced in producing virtual training programs, meetings, and webinars and understands how to appeal to audiences from a wide variety of organizations and cultures.

In order to share our expertise with you and, at the same time, best meet your company needs and expectations for this program, we will meet with your company stakeholders in order to provide a highly customized fit.

We offer:

- A preliminary design stage (Discovery Phase) that involves organizational stakeholders
- Interviews with HR training/development managers
- Additional interviews (one hour each) with other stakeholders (to be designated by HR)

The intended outcome of these consultations is to create a clear picture of the producer role in the organization and the skills needed.

The platform we use for this training program is WebEx Training Center, which offers extended functionality to accommodate online synchronous, interactive sessions.
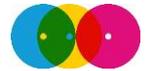
Open Enrollment

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.

Dates

For open enrolments, please check our calendar on the website.
For In-Company, please feel free to contact us to look for the best option.

Pricing

Pricing for Independent Professionals x person	
Virtual sessions and training materials	€ 995.-*
Travel and accommodation:	€ 0.-
Pricing for Organisations x person	
Virtual sessions and training materials	€ 1.095.-*
Travel and accommodation:	€ 0.-
Hourly fee for individual support:	€ 225,-*

* VAT applies to participants based in the Netherlands

Questions?

Contact **Linda Voorthuis** (office manager) at voorthuis@nomadicibp.com or
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About Nomadic International Business Psychology

Nomadic IBP is a niche player in the field of leadership development, focusing exclusively on virtual training, remote leadership, virtual teamwork, coaching international executives and teams.