

## MoreVirtual.com Services

# Live Virtual Classrooms and Meetings

## IMPROVING PERFORMANCE

### Assessments

We conduct light and comprehensive assessments to help organizations better utilize, achieve more, and increase ROI with:

- Web Conferencing for Learning and Performance
- Web Conferencing for Collaboration and Virtual Meetings
- Blended Learning and Related Technology, such as: Online Team Workrooms, Social Learning, Learning Content Management Systems (LCMS), LMS, and Interactive Audience Response systems.

### Custom-Designed Solutions

- Management Consulting and Implementation
- Strategy, Vision, Goals, Success Criteria
  - Requirements and Key Processes
  - Business Case
  - Roadmap and Develop Your Plan
  - Implement the Plan
  - Continuous Improvement and Evaluation

### Coaching and Workshops

*For new and experienced people:*

- Instructional Design and Development
- Delivery Skills for Live Virtual Classroom
- Virtual Meeting Facilitation
- Producer Role

### Instructor and Producer Guides

We prepare Instructor/Facilitator Guides, Student Materials, and Producer Guides.

### Business Processes

We develop and implement processes for: (1) Week Before, (2) Day Before, (3) Same Day, (4) Day After, (5) Technical Support, (6) Rehearsals, (7) Pilots, and (8) Testing.

***For additional information, contact:***

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### On the Virtual Stage

- We facilitate and co-facilitate YOUR virtual classes and meetings.

### Instructional Design and Development for the Virtual Classroom

- We convert YOUR **existing** courses and classes.
- We design YOUR **new** courses and classes.
- We design YOUR **training reinforcement** classes.

### Collaborative Approach

Our style is to work in a joint collaborative fashion.

### Organizational Development (OD)

We can help you use Web Conferencing to develop, feed, maintain, and improve your various OD teams. We can help you have highly interactive, engaging, multiple location meetings for:

- Strategic Change Interventions
- Reorganizations
- Mergers and Acquisitions
- Partnerships and Collaborations
- Strategic Issues
- Wide-Scale Deployment of Management and Technology Systems

## Designing ... Effective, Interesting, and Engaging Virtual Classroom Learning

Instructional designers learn how to **design** for the live virtual classroom (using Web Conferencing).

- Match the instructional design to Web Conferencing software capabilities:
  - When everyone is at a computer
  - When you are using meeting rooms, conference rooms, and auditoriums
  
- Incorporate the following in your design:
  - Presentations, Text Documents, Forms
  - Application Sharing, Desktop Sharing, Web Sites, Portals, Intranet Sites, Videocams, Breakout Rooms
  - Spreadsheets, Technical Diagrams, Workflow, Photographs
  - Pre-recorded Audio and/or Video and Flash Movies
  - Co-Teaching and use of Remote Experts

### Learn How To

- Effectively Blend Learning Strategies
- Reduce Time to Proficiency
- Reduce Traditional Classroom Learning Time While Increasing Virtual Classroom Learning
- Coach and Mentor using Web Conferencing
- Increase Virtual Team Performance
- Improve Partnerships and Collaborations



## Teaching and Delivery Skills ... for the Virtual Classrooms

Gain knowledge, skills, comfort, and confidence.

- Transition from traditional classroom to virtual classroom
- Use of Web Conferencing software
- Voice Quality, Voice Inflection, Vocal Enunciation, Vocal Pace
- Polling Questions (launching, showing results, saving, ad hoc) and Discussions
- Questioning Skills (Open, Closed, Getting the Class Conversation Going)
- Debriefing Techniques
- Facilitator Rapport with Learners
- Facilitator Listening Skills

**Using desktops, laptops, and projection systems**



### Virtual Meetings ... Learn How To

- **INCREASE REVENUE** through **Virtual Service Delivery**
- Be more creative when using Web Conferencing
- Use a "meeting design" to meet your meeting objectives
- Make meetings more engaging and less passive (less boring)
- Design and implement virtual meetings when using meeting and conference rooms
- Ensure the human element is included
- Reduce stress