Managing Successful Classroom Courses and Webinars-Tools and Techniques for Success Training

Description

Course Introduction:

This course provides participants with the foundational knowledge and practical skills necessary to effectively manage classroom courses and webinars. Through interactive lectures, hands-on exercises, and real-world case studies, participants will learn how to use technology to enhance course management, encourage participant interaction, and deliver high-quality training experiences.

Course Objectives:

- Understand the principles of effective course and webinar management
- Identify the key technologies used in course and webinar management, and how to use them effectively
- Learn how to plan, design, and deliver engaging and interactive training sessions
- Develop strategies for encouraging participant interaction and feedback in classroom courses and webinars
- Build skills in managing participant attendance, evaluations, and follow-up activities

Course Outline:

Day 1: Introduction to Course and Webinar Management

- Principles of effective course and webinar management
- Overview of key technologies used in course and webinar management
- Planning and preparation for classroom courses and webinars
- Developing course and webinar content and materials

Day 2: Using Technology in Course and Webinar Management

- Using learning management systems (LMS) and other course management software
- Incorporating multimedia and interactive tools into classroom courses and webinars

- Managing participant data and performance tracking
- Utilizing virtual classrooms and web conferencing tools for webinars

Day 3: Designing and Delivering Engaging and Interactive Training Sessions

- Designing effective learning objectives and outcomes
- Developing engaging training materials and activities
- Encouraging active learning and participation
- Facilitating group discussions and Q&A sessions

Day 4: Encouraging Participant Interaction and Feedback

- Building rapport with participants
- Encouraging active participation and engagement
- Providing feedback and support to participants
- Responding to questions and concerns

Day 5: Managing Course and Webinar Administration

- Managing participant attendance and evaluations
- Tracking performance and follow-up activities
- Budgeting and managing course and webinar costs
- Preparing for future course and webinar offerings

Accu Learn, 180C Cranbrook Road, London IG1 4LX