Dismantling the Wall and Building the Gate Between In-Person and Online/Virtual Training (6.0 hours)

Objective of the Course:

The purpose of the Instructor Development Workshop (IDW), “Dismantling the Wall and Building the Gate Between In-Person and Online/Virtual Training is to bring insights on how to dismantle the wall that prevents instructors from moving forward in a virtual world of teaching. Using technology to teach can create fear and anxiety for instructors. With change comes having to learn new ways of teaching and by dismantling the wall and building a gate, instructors have choices that are unlimited. The transition from in class learning to online/virtual learning has created an opportunity for instructors to utilize the technology to increase their business by expanding the student base from classroom to endless possibilities in an online/virtual world. Before instructors can move to opening the gate of possibilities, they need to understand and identify the problem that is preventing them from moving forward. This workshop will identify the issue(s) and inspire instructors to move forward by equipping them with tools that will help to make the transition to the online/virtual world.

Outline of the Class:

I. Introduction 15 min.

II. How has Covid affected your teaching? 30 min.
   a. Discussion on how the change affected you
   b. What is the one thing you have implemented?
      i. What’s your expectation?

III. Adapting to the virtual world 45 min.
   a. From the classroom to the computer
      i. An increase in business
      ii. A decrease in business
   b. Have you made the change?
      i. Why?
      ii. Why not?
   c. The barriers to technology
      i. Fear of learning something new
      ii. It’s intangible

BREAK 15 min.
IV. Different types of platforms – how do you select?  30 min.
   a. Zoom
   b. Microsoft Teams
   c. GoToMeeting
   d. Google Meet
   e. ezTalks
   f. Cisco webex
   g. Join.Me
   h. Zoho Meetings
   i. BlueJeans
   j. Intermedia

V. Cost structure and features  15 min.

VI. How to Succeed with your chosen virtual platform?  15 min.
   a. Strong internet connection
      i. Use Ethernet, if necessary
      ii. Stay close to the bandwidth
      iii. Upgrade if necessary
   b. Device to join the meeting
      i. Laptop
      ii. Desktop
      iii. iPad
      iv. Smartphone
   c. Screen and maybe 2nd or 3rd monitor
      i. What works best for you?
   d. Email address for invitations and login information with instructions
      i. Ask the students to test their video and audio ahead of time

VII. Conducting productive virtual meetings  30 min.
   a. Set clear expectations at the beginning of the class
      i. Similar to in class – start time, late policy, etc...
   b. Be mindful of time
      i. Take breaks
      ii. Zoom fatigue is real
      iii. Scan the virtual audience
   c. Assign clear roles and responsibilities
      i. Consider hiring an assistant/producer
      ii. When you are teaching, who is handling the monitoring?
   d. Use proper etiquette
i. If you are recording, make sure you are aware of what you are saying
ii. Be professional and dress professional
iii. Watch the speed of tonality
e. Be creative
   i. Smile
   ii. Have fun
   iii. Stay connected to the students

LUNCH BREAK

VIII. Loss of the Classroom 30 min.
   a. Teachers feeling displaced
   b. Difficulty adapting to the change
   c. Will the learning environment be the same?
   d. Will the student suffer from the loss?

IX. How to keep students engaged in an online/virtual platform 15 min.
   a. Talking with the students and not at them
   b. Student-centric rather than teacher-centric
   c. Listen more and less talking
   d. Keeping the attention of the students and increase retention rate

X. How to get the students involved in the discussion 30 min
   a. Call the students by their name
   b. Monitor facial and body expression
   c. Engage the students in the discussion
   d. Less PowerPoint and more interaction
   e. Create fluid dialogue
   f. Be positive, engaging, and inspiring

BREAK 15 min.

XI. Dealing with tension in the online/virtual class format 30 min.
   a. Learn techniques how to address the issue(s)
   b. Getting students to stay on camera
   c. How to understand personality type in a virtual platform
   d. How to know when the students have zoomed out?
   e. Who is doing most of the talking?
   f. How do you control students talking over the class?
g. What to do when you have lost control of the virtual class?

h. What to do when you can’t get the students to participate

XII. When to use breakout rooms?
   a. Do role play
   b. Move from the large group to the small group
   c. Come back to the large group and evaluate what it was like

XIII. Closing – questions and answers
      30 min.