

The Virtual Train the Trainer Programme



Who are

The Virtual Training Team ?

For over 10 years we have been learning and improving all things virtual training. We want to share our experience with you so you can get it right first time for you and your learners.





Our Story

As accomplished F2F trainers, we thought making the move to delivering training virtually would be straight forward.

We were wrong.

It was quite tough to begin with. We had to think about the tech whilst also focusing on our learners. We found that getting interaction going in virtual environments was very different if you wanted to avoid awkward tumble weed moments.

That was 10 years ago.

We stuck with it though... thankfully!

Over the years we have explored different approaches, processes and methodologies that we tried and tested. We established our VTT principles which now underpin everything that we do. We also knew that by keeping everything super focused on learning transfer we could create a virtual experience that could match and even surpass F2F learning.

We learned to LOVE virtual training.

That's why in 2016 we created The Virtual Training Team to focus purely on the design and delivery of virtual training for our clients. And now we can show you how to do the same through our TTT programme.

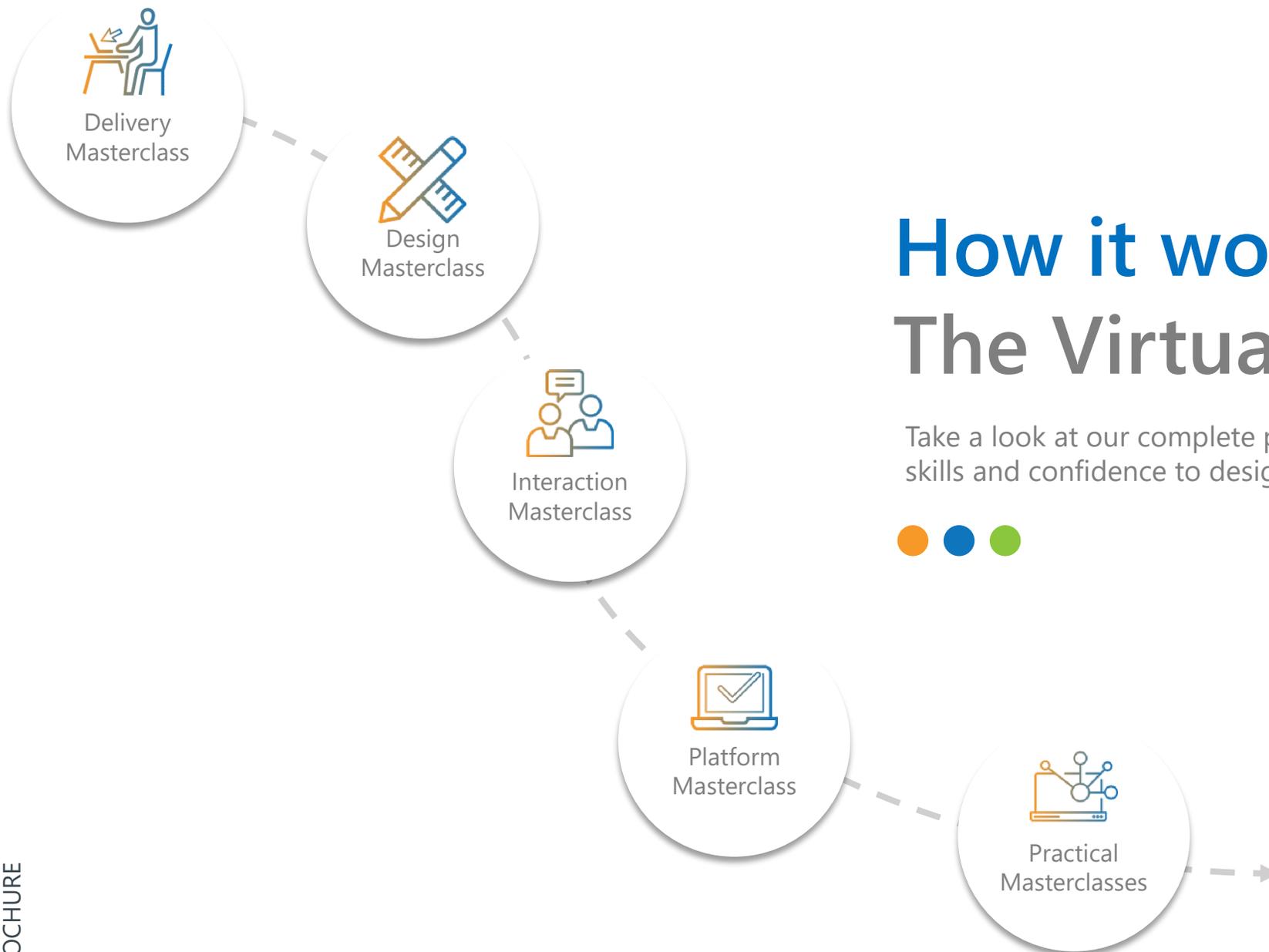
We invested in developing our team and building our first studio dedicated to delivering training virtually. (The studio is managed at all times by Julesy the studio cat).

Now The Virtual Training Team extends around the world with our experienced crack-team of accredited coaches who can cover most time zones and various languages.

It's been an amazing journey and we continue to learn and have lots of fun. We did learn the hard way though and we can help you to avoid that.

**So please,
tap into our experience!**





How it works

The Virtual TTT Programme

Take a look at our complete programme that will give your trainers the skills and confidence to design and deliver great virtual training.





Delivery Masterclass

This first half-day focuses on the skills required to deliver engaging, interactive virtual workshops that deliver quality learning transfer.

This Masterclass includes:

- The VTT Guiding Principles on delivering workshops that deliver learning transfer.
- Backstage and online prep to ensure trainers are set up and ready for learners.
- Kicking off the workshop with energy and pace, setting expectations from the start.
- Delivery techniques that max out focus, engagement and the interaction of learners.
- Time management hacks and how to avoid common traps and problems.

Design Masterclass

This half-day uses the science of learning transfer to focus on how to create sequenced virtual workshops that deliver results.

This Masterclass includes:

- Starting with the end in mind and defining laser beam focus on the outcomes.
- The 'VTT Building Block Design' approach to structuring content and process.
- Designing in process and tech functionality to enhance learning transfer.
- Creating a virtual slide deck that drives focus and attention where it matters.
- Our sequencing template to design for maximising learning transfer.

Interaction Masterclass

This half-day focuses on how to boost the amount of interaction and conversation between learners in their virtual workshops.

This Masterclass includes:

- Using purposeful language and questioning techniques that encourage more interaction.
- An established 1-2-3-4 formula for creating conversation and upping learning transfer.
- Dealing with more challenging participants such as over and under-contributors and multi-taskers.

Practical Masterclasses

Participants will attend 2 half-day sessions where they apply their learning in design and delivery of virtual workshops.

This Masterclass includes:

- Each participant delivers a live section of a workshop that they have prepared for.
- Real time feedback from participants and the VTT coach with further guidance.
- A second practice session to apply the learning from the feedback gained in the first.

Platform Masterclass

This 1-hour workshop provides participants with the skills to use the virtual platform of choice with confidence when delivering virtual training.

This Masterclass includes:

- A tour of the platform.
- Practice creating breakouts and other functionality.
- Dealing with tech problems.
- A platform tutorial kit.

Why

The Virtual Training Team?

Here are some of the ways we will work to add value to your Virtual Train the Trainer Programme with us.





Virtual Training is our Specialism

We've been designing and delivering virtual training for 10+ years and have successfully upskilled 100's of trainers around the world to do the same. Our focus is on engagement and interactivity, maximizing learning transfer.



Platform Support

We have a lots of experience and bags of resource that can help you get tech-ready. Whether you are using Zoom, WebEx, Adobe Connect or Microsoft Teams, we've got you covered.



Ongoing Support

Following completion of the programme, we will provide 3 x 30-minute drop-in clinics at a convenient time for participants to come and ask questions, practice and get further support in the platform or in their delivery.



Playbooks

Each Masterclass includes an interactive PDF handout which participants can annotate with their notes and actions throughout the programme. The playbooks also include extra resources and tips.



Our Virtual Trainer WhatsApp group

This is a community of virtual experts we brought together from around the world to share best practice, advice and answer questions. This will be accessible to all TTT participants ongoing.



Subscription to the VTT YouTube Channel

We publish weekly 1 min guides on virtual training tips, learning snippets on soft-skills, our podcast and much more. We have over 70 videos so far packed with ideas around virtual training and L&D.



Subscription to our Monthly Newsletter

At The Virtual Training Team we are publishing articles and content all the time. We also host free events in relation to virtual training. Our monthly newsletter highlights the latest of what's new.



Virtual Resource Kit

Upon completion of the TTT programme, participants receive a Virtual Kit with links to all the resources available to them. Also included is a complete toolkit for the virtual platform of your choice.

What

People are saying...

We've welcomed hundreds of participants to our Virtual Train the Trainer Programme. Here's what some of the more recent participants have been saying...





I have been delivering learning initiatives for nearly 20 years, and felt pretty confident in tackling this 'virtual' climate head on. I thought: I can design and deliver against a set of objectives- why should doing it virtually be any different!?!... Until I tried it and...wow. What a different ball game!

Getting to grips with technology, managing differing Wi-Fi signals and delays. Getting used to reading peoples' faces over a camera, and manage a chat box whilst still being focussed on the session... it all felt a very tough ask and I wasn't confident I was giving my learners the experience they deserved.

VTT broke it all down, and enabled me to quickly get my head around what I needed to do, to put my L&D offering in to the virtual world.

I finished the course with a renewed energy and a new love of technology! I am now busier than ever and grateful to be able to support our learners effectively even in this remote world we find ourselves in.

I highly recommend the VTT Virtual TTT Programme! It's incredible value for money - 10+ years of their virtual learns around what works well, and what we should avoid (gold dust) summed up neatly in an easy, accessible course. Thank you so much!

Lucy Luton, Global People Experience Partner, Dyson



I'm so pleased I made the decision to sign up to The Virtual Training Team's Virtual Training Masterclass.

As someone who has run thousands of face to face training sessions, and a fair number of virtuals, I was a little unsure of how much value I would get out of it. I really shouldn't have been concerned.

Our VTT coach created a fantastic atmosphere amongst fellow training professionals, and shared so many great tips I would never have thought of.

My confidence in developing and delivering virtually has gone up dramatically, and I'm now sure that my learners are receiving the same high quality virtually that they've come to expect from me with face to face sessions.

It's been the best professional development investment I've made in a long time.

Simon Rollings, The Complete Presenter





Our coach was always prepared. She made the training fun and relevant - and she was so smooth. Now that I've had a hand with virtual training I can see it's not as easy as she was able to make it appear.

She is present, in the moment and super helpful if you need anything. She knows really knows her stuff. She is a gem! Thank you.

Milla Ollo, Master Trainer, 3M

If you are looking to really skill up your team's virtual facilitation skills, I would highly recommend connecting with The Virtual Training Team Ltd.

They did a Masterclass for our team at HubSpot that taught me literally everything I know about remote facilitation.

Max Cohen, Product Trainer, HubSpot

Our internal trainers all loved the virtual training masterclasses. It provided them with energy, new insights and ideas to improve their own training delivery.

The sessions were fun and upbeat, focused, well-timed and interactive. In short, exactly what it says on the website.

Frank van Bommel, Head of Training & Development, Moravia RWE

I found the sharing of the facilitator's knowledge and experience along with getting more familiar with the tools e.g. WebEx.

This programme took the mystery out of virtual delivery and design for me! I loved the great process for building block design - really liked the step by step thinking.

There were excellent level of engagements and interaction in the group. I realise now how we can be more creative and collaborative virtually.

Brilliant programme. Loved it! Thank you.

Julie Washington-Sare, Head of Global Talent, Specsavers

We have now completed the full TTT programme and the feedback from the participants has been really positive

We've had a huge uplift in confidence and knowledge in both designing and facilitating virtual sessions

Participants are now designing and delivering virtual sessions to the business and the feedback to date is really encouraging.

I know we wouldn't be in this position without the help and support of The Virtual Training Team.

R Hughes, Senior Learning Consultant at a UK Government Department



How to ---

Find out more

Let's talk to learn more about your needs and how we can help your trainers be their best in the virtual world.



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Connect now :



