



Virtual Training & Facilitation Certificate

Deliver meaningful training in the virtual classroom.

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Certificate of Completion Digital Badge



Live Online



21 hours to Complete



Aligned to Talent Development Capability Model



Enterprise Team Training Available

Training and facilitating in the virtual (synchronous live online) classroom require planning and preparation if facilitators want to motivate and engage learners. A successful learner-focused event goes beyond an informational webinar and requires a facilitator to understand the learners' needs and create a welcoming and inclusive virtual space.

Learn how to select learning methods and facilitate activities in a virtual environment that will keep learners engaged throughout the event and prepare them to apply what they have learned on the job. Explore techniques for building rapport and connecting with learners in the virtual environment.



Earn the Virtual Training & Facilitation certificate and digital badge after:

- Attending all course sessions.
- Completing the Training & Facilitation capstone activities and the skills demonstration.

Show, share, and socialize your skills and achievements with ATD's digital badging program!

Successful participants of this program will earn the ATD Virtual Training & Facilitation certificate and digital badge.



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Derived From ATD Research, Backed by Our Capability Model

Aligned to the training delivery and facilitation capability of the Talent Development Capability Model, this certificate program will provide you with ATD-exclusive tools and templates as well as the opportunity to demonstrate your new skills and receive feedback from your expert facilitator and peers. Practice skills in an authentic simulation where you will receive feedback and guidance from peers and an experienced ATD facilitator.

The ATD Virtual Training & Facilitation Certificate program illuminates the knowledge and skills, as defined by our competency research, that trainers must have to facilitate courses that lead to on-the-job application and business impact.

Why You Should Attend:

- Explore learning methods and engagement strategies for use in the virtual classroom.
- Gain access to ATD-exclusive tools and templates to use in your own practice.
- Demonstrate your new skills and receive feedback from an ATD expert facilitator.
- Create a personal action plan to hold yourself accountable for applying what you have learned.

After this program you will be able to:

- Identify the logistical tasks necessary to create an effective virtual classroom environment conducive to effective learning.
- Apply brain science to delivery strategies that address various learner preferences and cognitive needs in the learning environment.
- Create facilitation plans that prepare the facilitator for a successful learner-centered event.
- Select learning methods to support various learning preferences to reach the desired learning outcome.
- Use multiple facilitation techniques to create a professional and engaging learning experience.
- Demonstrate adult learning principles and effective facilitation techniques to assess and ensure a safe, comfortable, and supportive learning environment.
- Use numerous techniques to engage learners, communicate effectively, and manage group dynamics and behaviors during a learning event.
- Select the appropriate mix of learning modalities to support specific contexts, learners, and learning objectives in a virtual learning setting.
- Summarize techniques that can be used to develop course materials designed with the learner and the learning objectives in mind.
- Create a self-development plan to stay current with technology and industry trends as they relate to formal learning.

Related Learning Opportunities:

Blended Learning Certificate

Go beyond traditional classroom learning.

ATD Master Trainer™ Program

Focused on practice and grounded in theory, prove your ability to deliver the most engaging and effective training solutions-in both the classroom and virtual environments.

Adult Learning Certificate

Harness the experience and self-direction of adult learners in all your development initiatives.

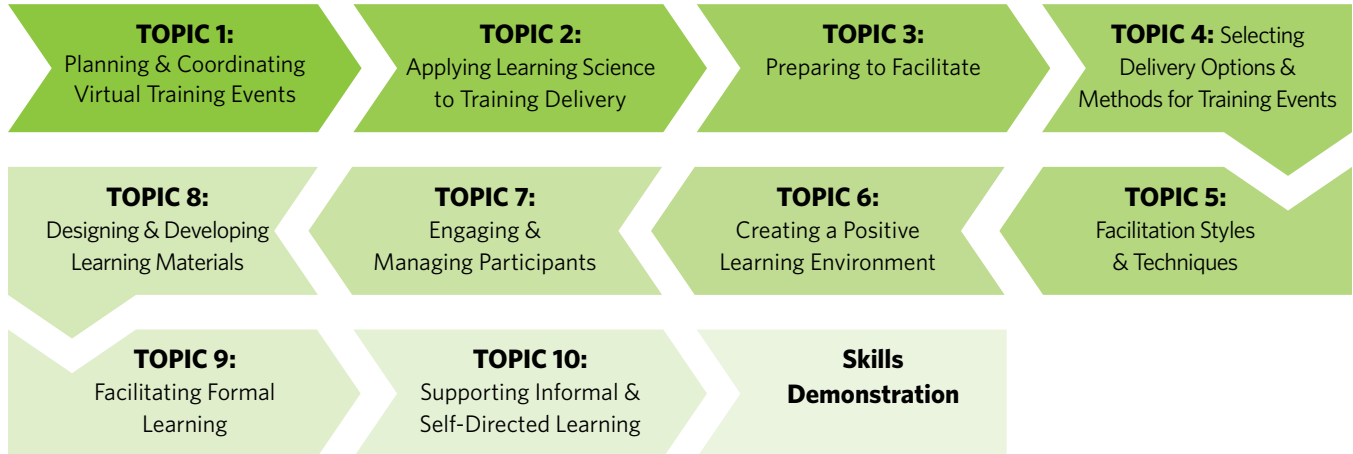


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COURSE OVERVIEW



Topic 1: Planning and Coordinating Virtual Training Events

- Managing Logistics for a Smooth Events
 - **Planning a Learning Event**
- Learners and the Ideal Learning Environment
 - **Create an Ideal Learning Environment**

Topic 2: Applying Learning Science to Training Delivery

- Basics of Cognitive Science
 - **What Strategies Did You See?**
- Addressing Variations in Learner Preferences and Cognition
 - **Differences in Active and Passive Learning**

Topic 3: Preparing to Facilitate

- Understanding the Audience and Their Needs
- Create Your Facilitation Plan
 - **Identify the Steps**
- Practice Your Facilitation Skills
 - **Prepare Your Practice Plan**

Topic 4: Selecting Delivery Options and Methods for Training Events

- Selecting Effective Delivery Options
- Learning Preferences
 - **How Would You Respond?**
- Matching Learning Methods to Desired Outcomes
 - **Choosing Learning Methods**
- Selecting Engaging Delivery Methods



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Topic 5: Facilitation Styles and Techniques

- Presenting as a Professional
 - **How Does Your Presence Affect Learners?**
- Facilitation Roles and Styles
- Facilitation Techniques
 - **Asking and Answering Questions**

Topic 6: Creating a Positive Learning Environment

- Using Adult Learning Principles to Create an Environment that Supports Learners
- Creating a Safe and Comfortable Learning Environment
 - **Create a Positive Learning Environment**
- Creating a Positive Learning Environment Through Effective Facilitation
 - **Choose Your Facilitation Strategy**

Topic 7: Engaging and Managing Participants

- Engaging Participants
 - **Select Your Opener**
- Engaging Facilitator Communication
- Managing Conflict and Group Dynamics
 - **Conflict Management in Practice**

Topic 8: Designing and Developing Learning Materials

- Designing Learning Materials With the Learner in Mind
 - **Learner-Centric Design**
- Techniques for Developing Learning Materials
 - **Designing for Accessibility**
- Designing Materials to Assess Learning



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Topic 9: Facilitating Formal Learning

- Choosing the Appropriate Modality
- Staying Up to Date With Technology and Industry Trends
 - How I Stay Current

Skills Demonstration

- Select a topic and a learner profile and practice delivery and facilitation

Topic 10: Supporting Informal and Self-Directed Learning

- Informal Learning
 - Informal Learning for Self-Development

Additional Tools and Resources:

- Technology Backup Plan for Virtual Events
- Delivery Methods for Large and Small Groups
- Checklist to Create a Safe and Supportive Learning Environment
- Template to Create Your Own Self-Development Plan
- Action Plan

What Participants Are Saying

“ATD has decades of experience making L&D the best it can be. I was able to immediately apply my learnings into my job. ATD is one of the best professional organizations you can find.”

—ATD Program Participant



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RESOURCE SAMPLE

Technology Back-Up Plan for Virtual Events

Use this checklist as a guide when unexpected technical challenges occur.

Computer problems can happen to all of us. It is wise to have a plan in place so that you can continue with your training event in case unforeseen issues arise.

	Use a second computer to see potential issues from the participant's viewpoint or if your computer malfunctions.
	Have participants discuss what they see on the screen to be sure everyone is seeing the same thing.
	Keep all needed technological support phone numbers clearly posted near your desk.
	Have a back-up set of phone numbers that can be instantly shared should something happen to the teleconference line.
	Prepare how to communicate new numbers—will you post on a whiteboard? Or perhaps have a prepared slide you can load.
	Offer local, domestic, toll-free, and international numbers if you can.
	Do not try to analyze or diagnose (or fix) the problem—simply concentrate on getting the participant(s) up and running (remember the four-step disaster recovery process).
	If you know your participants, recruit an individual to lead the group in an activity while you try to resolve any technical issues.




Why Choose ATD as Your Professional Development Resource?


During the last 75 years, our mission has been to empower talent development professionals with the knowledge and skills they need to be successful and remain competitive. We accomplish this by providing learning that sticks and leads to measurable results in your on-the-job performance.


What You Can Expect From an ATD Course

- ✓ Research- and competency-based learning with applied adult learning principles
- ✓ Hands-on practical activities
- ✓ An engaging environment that builds confidence and makes learning personally relevant
- ✓ Actionable take-home materials to ensure real application back at work

95+ 
Course Topics

900+ 
Organizations Have Trained With Us

120+
Countries With an ATD Presence 

100,000+
Professionals Have Learned With ATD Education 

Ready to Get Started?



Register by Phone or Get a Consultation

Not sure what to take? Call a professional development specialist to help you enroll. They can give you course recommendations based on your learning goals and your role.

Call: **855.404.2783**

Visit: td.org/vtf-cert



Register Online

- Visit td.org/vtf-cert
- **Choose** your preferred dates and times.
- **Click** Enroll.
- **Follow** the cart and checkout prompts.



Register a Team/ On-Site Training

Interested in bringing a course to your company as an on-site learning event?

Call: **888.816.7813**

Email: enterprise@td.org

We Are Here to Help You and Your Team Learn, Grow, and Improve!