

Virtual Classroom Overview

Professional Services

Virtual Instructor-Led Training (vILT)

Companies are looking for new and innovative ways in which to improve both performance and productivity. Everywhere you look, it is critical to accomplish more with less, and our human capital is at the core of our success. We must provide the tools and skills necessary for continuous improvement, yet it has become increasingly difficult to have our most valuable assets away from the job and spending time traveling for the much needed learning events. Virtual instructor-led training (vILT) is a cost effective, viable option, if it is interactive and provides the opportunity for collaboration and skill application during the session(s).

AchieveGlobal has taken our award-winning, research-based classroom solutions and applied best practices for virtual delivery, allowing us to offer flexible solutions to meet the needs to reduce travel, minimize the time in the classroom, and reach disperse audiences.

Solutions are available for delivery by AchieveGlobal certified trainers, or we are prepared to certify your trainers to deliver effective virtual sessions. The keys to success are in the design of the virtual sessions and in the delivery skills of the trainers.

Virtual Instructor-led Training Design

AchieveGlobal vILT sessions are designed to keep learners engaged and have them participate in the same type of discovery-based activities that has made our research-based classroom content so dependable to impact positive outcomes. The design techniques that we use for vILT sessions are aimed at reducing the natural tendency to have learner's multi-task or lose interest. This typically happens if the session is "death-by-PowerPoint" or if the learners do not feel connected to the group. Some of the techniques that are leveraged within the design/delivery of our vILT sessions include:

- Mirroring the proven activities that exist in the classroom sessions as closely as possible
- Adhering to a 10/60/20 ratio for introductions/lecture and activity/skill practice respectively



Developing the 21st
century workforce™

- Keeping the timing of the sessions between 90-120 minutes so that learners are comfortable and do not require a break
- Taking an approach that maximizes the use of virtual delivery tools and use (poll, whiteboard, chat, annotation, and breakouts) to keep the level of collaboration high
- Mixing the types of interactivity (poll, chat, annotation, open discussion, poll, breakout, etc.), to keep the sessions fresh
- Measuring levels of engagement during the sessions by monitoring who is participating (who is/isn't sending chats or asking questions in open discussion)
- Addressing questions to specific learners to keep everyone engaged
- Minimizing the 'reading' common in classroom by summarizing the essence "on a slide" or including the reading as pre-work prior to the vILT session
- Minimizing participant materials and focusing on supporting activities, as research shows that less clutter is best
- Keeping the set up and instructions for activities simple. The virtual experience is not about the cool tools in the session, it's about the transfer of wisdom. We do not use a tool unless it enhances the learning experience.

Key Benefits of AchieveGlobal's vILT Sessions

- Sessions are broken into modules that mirror the modules of both AchieveGlobal classroom and eLearning, allowing you to mix-and-match based on the needs of your audience at any given time, yet ensuring consistency across terms, models, and skills.
- Sessions are designed, based on best practices, to be between 90-120 minutes, with a high level of both collaboration and interactivity.
- Trainers are well equipped with tips and techniques to provide high levels of interactivity and keep learners engaged.

- If the program involves multiple sessions, Program Administration is available to manage the registration, communication, session launch (including any technical assistance necessary), learner support (before, during, after each session), and manager/stakeholder reports.

Sample vILT Deliverables for Client Trainers Facilitator Kit for client trainers includes:

- Facilitator Guide
- PowerPoint slides
- Video/audio clips to leverage during the session (if applicable)
- Web-based games to leverage during the sessions (if applicable)
- Participant materials (handouts that include any pre-read content, job-aids and instructions for post-event assignments)

About AchieveGlobal

In the 21st century, the level of human skills will determine organization success. AchieveGlobal provides exceptional development in interpersonal business skills giving companies the workforce they need for business results. Located in over 40 countries, we offer multi-language, learning based solutions—globally, regionally and locally.

We understand the competition you face. Your success depends on people who have the skills to handle the challenges beyond the reach of technology. We're experts in developing these skills, and it's these skills that turn your strategies into business success in the 21st century.

These are things technology can't do. Think. Learn. Solve problems. Listen. Motivate. Explain. People with these skills have a bright future in the 21st century. AchieveGlobal prepares you for that world.



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