

Civil Treatment® Workplace Virtual Facilitation Badge Program



VIRTUAL INSTRUCTOR-LED TRAINING



ELI® VIRTUAL FACILITATION

The Civil Treatment Workplace (CTW) Virtual Facilitation Badge Program is designed to prepare members of ELI's Certified Facilitator Community™ (CFC) to deliver an interactive and engaging learning experience that best leverages the capabilities of many common virtual meeting platforms. The Virtual Facilitation Badge Program is designed to be approximately 8.5 hours of instruction over two virtual sessions plus pre-work activities.

CTW VIRTUAL FACILITATION BADGE PROGRAM PREREQUISITES

Facilitator candidates must confirm they:

- Are certified to teach the Civil Treatment® series of programs (Required);
- Have completed any mandatory training on the virtual platform deployed by their organization and have been granted log-in credentials. (Preferred);
- Experience teaching Instructor-Led or Virtual Instructor-Led versions of a Civil Treatment learning solution (Recommended).

NOTE

FACILITATORS CERTIFIED BEFORE APRIL 2021

Any facilitator certified before April 2021 will need to sign an addendum to their pre-existing Individual License Agreement (ILA) to reserve their seat in the practice and receive their full digital CTW Virtual Trainer's Kit.

VIRTUAL FACILITATION BADGE PROGRAM OBJECTIVES

By the end of the Virtual Facilitation Badge Program, facilitators will be able to:

- Describe the overall purpose and message of the CTW learning experience for leaders and employees.
- Explain program topics covered in the virtual learning experience, such as the business imperative for maintaining an inclusive workplace and other emerging issues to prepare for responding to questions and maintaining a productive, inclusive virtual classroom experience for all.
- Demonstrate how to combine virtual facilitation best practices with ELI instructional methodologies to promote engagement within the virtual learning solution.

VIRTUAL FACILITATION BADGE PRE-WORK

Upon confirmation of participation, ELI enrolls Badge participants in a course on the LMS to access Pre-work materials and activities to prepare for the live event. Participants should start the course as soon as ELI sends log-in credentials. The LMS will automatically send an automated meeting invitation to add the event and meeting details to their calendars.

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VIRTUAL FACILITATION BADGE PRE-WORK (CONTINUED)

This Badge program focuses on preparing ELI Certified facilitators to master the content and delivery of an ELI virtual Learning Solution. Participants with little or no experience facilitating learning on a virtual platform must contact the expert within their organization to gain access and be trained how to use the interactive features on their preferred virtual meeting/learning platform.

Pre-work assignments include:

1. Complete a basic Virtual Capabilities Survey to confirm your virtual facilitation experience so far.
2. Review a recorded demonstration of the virtual CTW learning experience.
3. Prepare an assigned practice teach-back module to facilitate in the Day 2 practice session.

VIRTUAL FACILITATION BADGE PROGRAM AGENDA

DAY ONE

This session is conducted in a two-part session on the same day.

AM Session: 10:00 AM - 1:00 PM ET

- Welcome and Ice Breaker
- Deep Dive into Program Modules with Different Activities

PM Session: 2:00 PM - 4:30 PM ET

- Breakout Case Study and Discussion:
- Virtual Facilitation Best Practices and Overcoming Technical Challenges

DAY TWO

AM Session: 10:00 AM - 1:00 PM ET

- Why CTW?
- Personalizing Through Storytelling
- Virtual Practice Teach Back

A soft copy version of the facilitator and producer notes will be available for download on ELI's LMS to prepare for their teach-back. All Badge participants must execute a license agreement covering ELI's virtual programming before the full virtual Trainer's Kit can be shipped.

FACILITATOR PRACTICE SESSION

Participants deliver a practice teach-back of a virtual module and receive coaching from ELI's team of professional facilitators with deep experience in certifying client facilitators and facilitating ELI's learning solutions to a wide variety of client organizations.