



KAIROS LEARNING COURSES IN SYNCHRONOUS TRAINING

- New to synchronous training design and need to learn effective design techniques? Are you thinking of delivering training via webinar but don't know where to start?
- Would you like to convert a classroom course to a virtual class to reach more participants or provide more cost effective training?
- Do you need to strengthen your synchronous facilitation skills? Need to learn how to optimize the synchronous tools available to you?

Consider taking a Kairos Learning synchronous course. We train learning and development professionals, presenters, and marketing professionals on synchronous training design and facilitation skills so you can effectively deliver your own webinars. Kairos Learning offers courses on ***Effectively Training Live & Online*** and ***Strengthening Your Synchronous Training Skills***.

Kairos Learning courses are geared specifically towards helping trainers, educators, presenters, marketers, and instructional designers understand the world of webinar (synchronous) training so they can effectively design and facilitate virtual classes. The synchronous environment requires a different perspective and set of skills from classroom or asynchronous training. Effective synchronous training does not mean engaging with a computer or just showing a PowerPoint slide presentation; it means engaging with people to help them learn through activities in a live, on-line environment.

Best practice tips will be explained, modeled, and reinforced. Each course is limited to 15 participants to ensure participation, interaction and learning.

For people new to synchronous training

EFFECTIVELY TRAINING LIVE & ONLINE

This webinar series, offered in two parts, focus on synchronous training design (Part I) and delivery (Part II). Upon completion of the series, you will know the fundamentals in synchronous training technology set-up, design and delivery. Participants will learn and practice effective, practical and creative strategies and techniques for the live online environment.

- 4 1-hour sessions meeting weekly.
- \$360/Part I or Part II
- \$700 if you register for both **Effectively Training Live & Online: Parts I & II** at the same time and you'll receive an additional hour on individual coaching at no charge.

Part I: Best Practices in Synchronous Training Design

- Wednesday's 1/20, 1/27, 2/3, 2/10
- 10:00 – 11:00 AM US Pacific Time
- \$360

Part II: How to Effectively Facilitate Synchronous Training

- Wednesday's 2/17, 2/24, 3/3, 3/10
- 10:00 – 11:00 AM US Pacific Time
- \$360

For More Information & To Register:

<http://www.kairoslearning.com/beginnersynchronouscourse.html#part2>

Skill building for the experienced synchronous trainer

STRENGTHENING YOUR SYNCHRONOUS TRAINING SKILLS

This six week webinar series dives deeper into the world of synchronous training design and delivery for those trainers, educators, presenters, and instructional designers who have experience with synchronous training. This virtual course is structured to include hands on time and coaching. There will be assignments between sessions to try out the session's learning and receive feedback on the assignments. Participants will learn and practice effective, practical and creative strategies and techniques for the live online environment. They will also create, present and record an interactive virtual class.

- 6 90-minute weekly sessions for a total of 9 instructional hours.
- Friday's 1/29, 2/5, 2/12, 2/19, 2/26, & 3/5
- 10:00 – 11:30 AM US Pacific Time
- \$780

For More Information & To Register:

<http://www.kairoslearning.com/advancedsynchronouscourse.html>

WHAT DO YOU NEED TO PARTICIPATE?

Online live webinars are scheduled events over the web via WebEx Training Center with the audio portion over the telephone. You'll need a computer with a browser, Internet connection, WebEx Training Manager applet (that you will download), and a telephone and headset for the audio portion of the webinar. Audio access details will be provided once you enter the virtual room. Please allow time in advance to download the WebEx Training Manager applet. Instructions will be emailed to you upon registration.

INSTRUCTOR

Kathleen Sexton has more than 15 years of experience providing webinar training services, organizational development, and career development services through her consulting firm, Kairos Learning (www.kairoslearning.com). She has expertise in the synchronous/webinar training environment as well as team building, strategic planning, training design and delivery, creating career development programs, and individual career counseling.

Before launching Kairos Learning, Kathleen worked for almost a decade at Stanford University's Learning & Development Department where she developed the department's Learn From Anywhere Initiative - Webinar Program. She currently serves on the faculty of Stanford University's Continuing Studies. She is a Senior Consultant with the outplacement firm Torchiana, Mastro & Saprio. Kathleen holds a master's degree in counseling from San Francisco State University and a bachelor's degree in business administration. Kathleen Sexton has recently presented on:

- *How To Design & Deliver Live Webinar/Virtual Classroom Training Programs*, a 5 part webinar series for the South Bay OD Network, Fall 2009.
- *Synchronous & Asynchronous Learning* at the ASTD Mt. Diablo Expo. October 2009.
- *Case Study: Best Practices for Turning Your Classroom Trainers into Synchronous Classroom Trainers* at the eLearning Guild Online Forum. February 2008.
- *Learn 2.0* at the South Bay OD Network's OD Practitioners SIG meeting. December 2007.