



Assessments 24x7
GLOBAL LEADER IN ASSESSMENT TECHNOLOGY

Best Practices for Virtual Workshops



Assessments^{24x7}
GLOBAL LEADER IN ASSESSMENT TECHNOLOGY

Instructional Design & Certification

Cathy Hanson

Client Success

Monica Saare

Brandon Parker



PRE-PLANNING



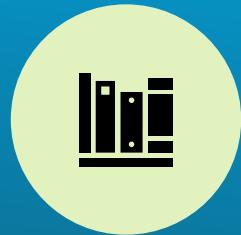
LOGISTICS



EFFECTIVE
INTERACTIVE
TOOLS



PACE AND
CONTENT



TRAINER
MATERIALS

AGENDA

PRE-PLANNING

Emulate In-Person Classes

- Content – Trainer Materials
- Length of Time
- Consider Time Zones
- Webinar/Training vs Workshop (time recommendations)
- Send Invitations & Reminders with All Expectations
 - Time, Tools Needed, Login Information
 - Ex. “Please use the link and password provided to login. You will need a quiet space with your **computer, camera, mic, and speakers** for this meeting.”
 - Include Assessment Link if Applicable
 - Send Activity Materials in Advance



LOGISTICS

Setting Your Space

- Eliminate Background Noise
- Non-distracting Background
(or accidental people!)
- Close the Door – Do Not Disturb
- Proper Lighting
- Two Monitors if Possible



LOGISTICS

Practice = Preparedness and Efficiency

- **Timing**
- **Using Multiple Tools**
 - Have Helpers if Possible
 - Polls
 - Raise Hand Feature
 - Break-Out Rooms
 - Q&A/Chat
 - Recording
- **Slide Advancement if Using PowerPoint**
- **Account for Breaks with Longer Workshops**
- **Activities - yes, practice these too!**



LOGISTICS

The Presentation

- **Set Expectations Up Front**
asking questions, breaks, etc.
- **Stick to Your Timing – don't go over!**
- **PowerPoint Tip – Design for Color Deficiency**
- **Pictures/Graphics**
- **Less is More**
- **Break it Up with Activities, Discussion, Polls**
- **Be flexible!**



EFFECTIVE INTERACTIVE TOOLS

- **Polls**
 - Icebreakers or Checking for Understanding
 - 4 choices – last one a fun throwaway
- **Break-Out Rooms for Activities**
 - Recommend Small Groups (unlimited)
 - Assign or Manual
 - Pre-Determined Time-Frame
 - Class Returns on Time
 - Instructor Check-Ins
- **Q&A**



BREAK-OUT ROOMS



PACE & CONTENT

Remember DISC Styles!



Get to the point; show how this will maximize results and make them winners

Make it fun and engaging; use a variety of methods

Show them how this will increase harmony; provide team building activities

Provide time for thinking and absorbing information, individual activities; demonstrate accuracy of assessment

PACE & CONTENT

Workshop Elements and Flow

- 1. The Hook**
- 2. Learning Objectives/Agenda**
- 3. Engage/Background Knowledge**
- 4. Direct Instruction**
- 5. Practice/Interaction/Activities**
- 6. Assessment/Evaluation**
- 7. Wrap it Up**



Assessments 24x7

GLOBAL LEADER IN ASSESSMENT TECHNOLOGY

206-400-6647 - Sales@Assessments24x7.com

[Click here for detailed instructions regarding your HOME PAGE.](#)

Send Assessment

Select Assessment Link:

Email Address:

First Name: Last Name:

Custom Email:
 No Yes

Available Assessments

Biblical DISC Assessment	9
DISC Self	10021

- [Assessment Users](#)
- [Manage Assessment Links](#)
- [Group Reporting](#)
- [DISC Collaboration](#)
- [Fitness Resources](#)
-
- Resource Center**
- [Virtual Tour Of Your Account](#)
A quick overview of your account
- [DISC Trainer Materials](#)
Password is **peoplesmarts**
- [PGI Trainer Materials](#)
Password is **PGItraining**
- [Certification](#)
Practitioner Certification
- [Marketing One-Sheets](#)
Download one-sheets
- [Sample Reports](#)
Download Sample PDF reports
- [Demo Assessments](#)
Use them for personal demos



DISC Trainer Materials

Password is **peoplesmarts**

Training Resources for DISC Trainers

WORKSHOPS, DEBRIEFS & PRESENTATIONS

What's new?

Site Contents Quick Links

- [Group \(Team Building\) Exercises for Trainers](#)
- [DISC PowerPoint Presentations & Facilitator Guide](#)
- [DISC Debrief Resources](#)
- [Recorded Webinars, Audio and Video Interviews](#)
- [DISC Background Materials](#)
- [DISC Presentation Audio/Video Files](#)
- [DISC 52 Week Email Series](#)

General Training Resources

Group (Team-Building) Exercises for Trainers

- [DISC Behavioral Pattern View Poster \(Wheel\) - EPS - JPG](#)
- [Lost on the Moon Exercise](#)
- [40 Icebreakers for Small Groups](#)
- [Lost at Sea Exercise](#)
- [Paper Tower Exercise](#)
- [Educational Innovations](#) team-building session and workshop ideas. This link points to just one of the categories, but you can look at all of them on the sidebar.
- Additional Great team - building [puzzles and games](#).

Recorded Webinars, Audio and Video Interviews



DISC Certification

April 22nd & 23rd

8:00 AM - 12:00 PM PST

~~\$1795~~ \$795 per person

[Register Now](#)

Registration deadline April 15th



Motivators Certification

April 29th & 30th

8:00 AM - 12:00 PM PST

~~\$1795~~ \$795 per person

[Register Now](#)

Registration deadline April 22nd



EIQ Certification

May 6th & 7th

8:00 AM - 12:00 PM PST

~~\$1795~~ \$795 per person

[Register Now](#)

Registration deadline April 29th

Group Certifications

DISC, Motivators, EIQ



THANK YOU

Contact Assessments 24x7

hello@assessments247.com - 206-400-6647

Monica Saare – monica@assessments247.com

Suzette Chaparro – suzette@assessments247.com

**Complete the Survey – may win
2 Free Assessments (by Friday, 2pm PST)**