

Cisco DCMC-Duo TTT (VIRTUAL-TTT)

ID VIRTUAL-TTT **Price** CHF 300.—(excl. VAT) **Duration** 4 hours

Who should attend

The course is for people who already have at least two years of experience in adult education, such as technical IT training or university lecturers, and want to acquire skills for online training through the workshop.

Prerequisites

- At least two years of experience in adult education recommended
- Affinity in using computers

Course Objectives

- Acquisition of the knowledge and skills:
 - Optimal knowledge transfer in the online classroom
 - Proper use of the tools
 - Guiding the participants
 - Use of different kinds of knowledge transfer
 - Proper combination of the kinds of knowledge transfer
- Preparation for the official MCCT exam

Course Content

Introduction to the modern classroom

- Delivery options for the course content
- The role of the trainer in each channel
- Possible combinations of the channels
- Transformation into the digital classroom

Setting up the workplace

- Hardware recommendations
- Configuration recommendations
- Do's and don'ts

Structuring the training

- Right start
- Drawing attention

- Methods of checking progress
- Guiding the participants
- Right closure

Preparation of the execution

- Optimization of slides and documents for online delivery
- Allowing additional time for infrastructure check
- Does the platform used offer the required functions?
- Running Labs
- Feedback Tools / Options

Execution of the training

- Technical requirements
- Handling several windows
- Correct use of the available media
- Proper use of the camera
- Proper use of the voice
- Working with multiple screens
- Proper use of knowledge checks
- Maintaining attention
- Initiate and supervise group activities
- Use of videos and documents
- Substitutes for "body language"

Tips and tricks for common problems

- Troubleshooting common hardware problems
- Troubleshooting common software problems
- Remote support of the participants in case of problems
- Remote support of the participants in case of lab problems
- Backup strategies

Training Centres worldwide



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