CONCEPT

Virtual Training Delivery and Webinar Facilitation: Hybrid Sessions and Producer Skills

26 – 30 April 2027
Paris - Right Bank business hotel



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Ref: 664_18551 **Date:** 26 – 30 April 2027 **Location:** Paris - Right Bank business hotel **Fees:** 23500 SAR

Introduction:

Virtual training delivery often fails for predictable reasons: classroom slides are pushed through a webcam, attendees multitask behind muted cameras, audio drops mid-session and nobody knows who is watching the chat. Hybrid rooms add a second problem, as remote attendees become spectators. This Core Concept course prepares trainers and facilitators to run webinars, virtual classrooms and hybrid sessions that keep people participating, using polls, breakout rooms, whiteboards and chat with a producer at their side. Participants leave with a 90-Minute Live Online Session Kit they have delivered in a timed rehearsal.

Course Objectives:

- Select the live online format, webinar, virtual classroom or hybrid session, that fits each learning goal and group size
- Rework classroom material into timed online segments with an interaction planned every few minutes
- Run polls, breakout rooms, shared whiteboards, chat and reactions confidently while presenting
- Project clear voice and on-camera presence and co-deliver with a producer or moderator
- Recover from audio, video, connectivity and platform failures without losing the group
- Evaluate live online sessions with attendance, participation and poll data and act on the findings

Target Audience:

- Internal trainers who move instructor-led programmes into live online delivery
- Facilitators who run workshops, briefings and team sessions for dispersed participants
- Learning coordinators who schedule, host and support webinars and virtual classes
- Subject experts who present knowledge-sharing webinars to colleagues, clients or partners
- Training support staff who act as producers or moderators in live online sessions

Course Outline:

Day 1: Live Online Learning Foundations and Format Choice

- Synchronous Versus Asynchronous Learning Decision Grid
- Webinar, Virtual Classroom and Hybrid Session Format Comparison
- Attention Span and Screen Fatigue Factors in Live Online Groups
- Web Conferencing Feature Inventory: Audio, Video, Screen Share and Recording
- Baseline Audit of a Recent Online Session Recording

Day 2: Session Architecture and Content Conversion

- Classroom-to-Live-Online Conversion Worksheet
- Segment Chunking into Ten-Minute Blocks with Interaction Beats
- Interaction Map Linking Polls, Chat, Whiteboard and Breakouts to Objectives
- Slide Redesign for Small Screens: One Idea per Slide and Visual Cues
- Pre-Session Joining Instructions and Participant Technical Check

Day 3: Facilitation, Presence and the Producer Role

- Poll, Quiz and Word-Cloud Question Writing for Live Groups
- Breakout Room Briefing, Timing and Debrief Protocol
- Voice Pace, Pausing and Vocal Variety Drills for Audio-Only Attention
- Camera Framing, Lighting, Eye Line and Background Set-Up
- Producer and Moderator Run Sheet: Chat Monitoring, Q&A Queue and Cues

Day 4: Hybrid Rooms, Technical Failure and Inclusion

- Hybrid Room Layout: Room Camera, Microphone Zones and Display Placement
- Remote-First Facilitation Rules for Mixed In-Room and Online Groups
- Contingency Card for Audio Loss, Frozen Video, Dropped Presenter and Platform Outage
- Accessibility Checklist: Live Captions, Colour Contrast, Keyboard Access and Plain Language
- Attendance, Dwell Time and Poll Response Analytics Dashboard

Day 5: Timed Rehearsal: 90-Minute Live Online Session Kit

- 90-Minute Session Run Sheet and Slide Deck Finalisation
- Producer Pairing and Technical Dress Rehearsal
- Live Delivery Simulation with Injected Technical Failures
- Observer Scorecard Feedback on Engagement and Presence
- Post-Session Evaluation Survey and Improvement Log

Skills You Will Gain:

- Live Online Format Selection
- Online Content Chunking
- Interactive Tool Orchestration
- On-Camera Delivery
- Producer and Presenter Co-Delivery
- Hybrid Room Facilitation
- Technical Contingency Handling
- Session Engagement Analytics

Why Attend This Course:

- Take back a 90-Minute Live Online Session Kit already delivered under timed, realistic conditions
- Keep remote attendees contributing rather than watching silently behind muted cameras
- Stay composed when audio, video or the platform fails in front of a live group
- Compare online delivery habits with trainers and facilitators from other sectors and organisations

Conclusion:

Live online learning succeeds when format, content, facilitation and technology are planned together. The week moves from choosing between webinar, virtual classroom and hybrid formats, through converting classroom material and mapping interactions, to voice, camera presence and working with a producer, then to hybrid rooms, technical contingencies, accessibility and attendance analytics. The final day is a timed simulation in which each participant delivers their 90-Minute Live Online Session Kit, handles injected failures and records improvements for the next session.