



Assessments^{24x7}
GLOBAL LEADER IN ASSESSMENT TECHNOLOGY

Best Practices for Virtual Workshops



Assessments 24x7
GLOBAL LEADER IN ASSESSMENT TECHNOLOGY

Instructional Design & Certification

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Client Success

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PRE-PLANNING



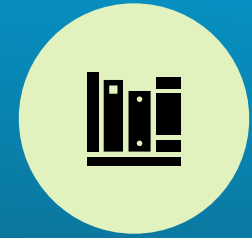
LOGISTICS



**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

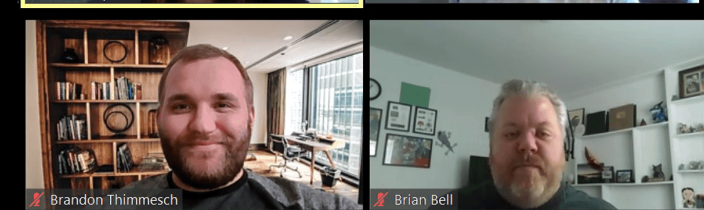
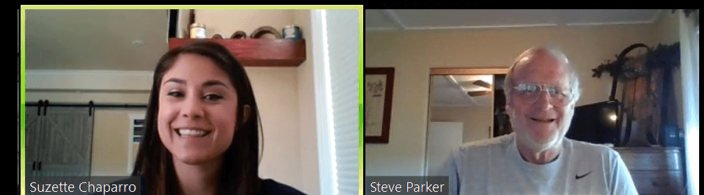
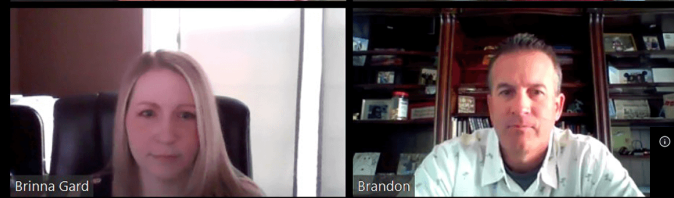
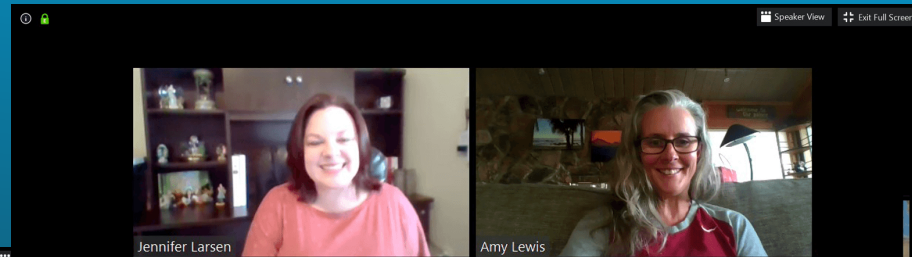
- **Break-Out Rooms for Activities**

- 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!



D DOMINANT

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

I INFLUENCE

Make it fun and engaging; use a variety of methods

S STEADINESS

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

C CONSCIENTIOUS

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

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Account Settings

Resources



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:

Select Assessment Link

Email Address

First Name:

Last Name:

Custom Email:

☐ No
 ☐ Yes

Import Users

Send Assessment Email

Assessment Users


Manage Assessment Links

Group Reporting


DISC Collaboration

Fitness R


Resource Center




Virtual Tour Of Your Account
 A quick overview of your




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

Available Assessments

Biblical DISC Assessment


9

DISC Self

10021

Training Resources for DISC Trainers

WORKSHOPS, DEBRIEFS & PRESENTATIONS




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

- [DISC Debrief Guide](#) (updated 2/5/2019) – Overview and Guide for what is included on each page
- KnowDISC: 4 short videos with characteristics and insights about each of the styles (April 2019)
 - [D Style](#) – individual style video included in the full version above
 - [I Style](#) – individual style video included in the full version above
 - [S Style](#) – individual style video included in the full version above
 - [C Style](#) – individual style video included in the full version above


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](#).

DISC Training Resources



[Group \(Team-Building\) Exercises for Trainers](#)



[Recorded Webinars, Audio and Video Interviews](#)



DISC Trainer Materials

Password is **peoplesmarts**



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

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Suzette Chaparro – suzette@assessments247.com

Complete the Survey – may win

2 Free Assessments (by Friday, 2pm PST)