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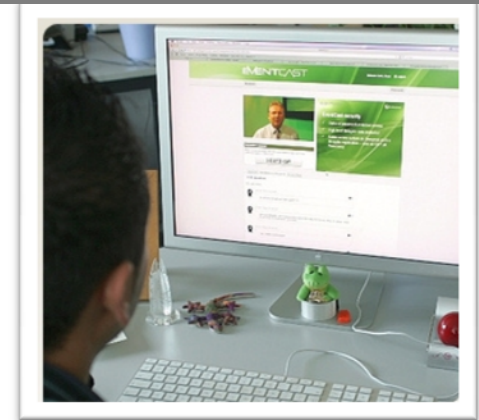
The Virtual Facilitator

A virtual pre-conference workshop: 26 September - 10 October 2011

Facilitated by Simon Wilson and Carol Sherriff

The session will run for two weeks, with an estimated commitment of 10 to 20 hours of distance learning, working in online groups and personal coaching.

We will celebrate the end of the virtual workshop with a face to face get-together at the IAF Europe conference in Istanbul to meet virtual colleagues and review the experience.



Why should I join the Virtual Facilitator pre-conference session?

- You and your clients are interested in green and sustainable ways of working
- Your clients complain that their virtual meetings and teleconferences are worse than face-to-face ones and you want to know how to help
- You despair of virtual meetings that destroy collaboration rather than support it but don't yet know how to help
- You want to add virtual facilitation skills to your toolkit
- You want to practice your virtual skills in a safe and supportive environment

What will I be able to do as a result of the Virtual Facilitator?

The workshop will be based on the IAF facilitation competencies particularly planning appropriate group processes; creating and sustaining a participatory environment; and guiding a group to appropriate and useful outcomes. You will be able to:

- Offer a range of virtual facilitation techniques to your clients
- Use a range of creative approaches to working virtually that will help groups evoke creativity, stimulate energy and tackle problems
- Choose to work in a range of virtual environments such as telephone conferences, videoconferences, online forums, virtual summits, social media and blogs
- Improve your virtual facilitation skills based on practice and feedback from the workshop facilitators

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How will the Virtual Facilitator work?

The course will:

- ☑ introduce some key tools and principles of effective virtual facilitation using MP3 and e-resources that can be reviewed during and after the course
- ☑ support participants to facilitate sessions using the tools and principles introduced, and
- ☑ reflect on the experience of the theory and practice.



The session will run for two weeks, with an estimated commitment of 10 to 20 hours of distance learning, working in online groups and personal coaching. You choose when and where to participate. It will conclude with a face to face get-together at the Istanbul conference to meet virtual colleagues and review the experience. The workshop programme is attached to this brochure.

To take part in this workshop, you need access to the internet and an interest in developing your virtual facilitation skills. You don't need particular software or prior experience.

Who is running the Virtual Facilitator?

Carol Sherriff and Simon Wilson, certified Professional and virtual facilitators, will facilitate the virtual workshop and provide coaching and support. They are directors of Wilson Sherriff, a UK based facilitation company offering face-to-face and virtual facilitation services. Earlier this year they designed and facilitated The Riders on the Storm International Virtual Summit for facilitators and coaches.

What is the fee for the Virtual Facilitator?

The fee for the two week Virtual Facilitator including all materials is **£150.00 including VAT/€170.55/TL391.24** (for currency conversion go to <http://www.x-rates.com/>). A limited number of discounted places are available for people working in charitable or voluntary organisations - please contact us for details.

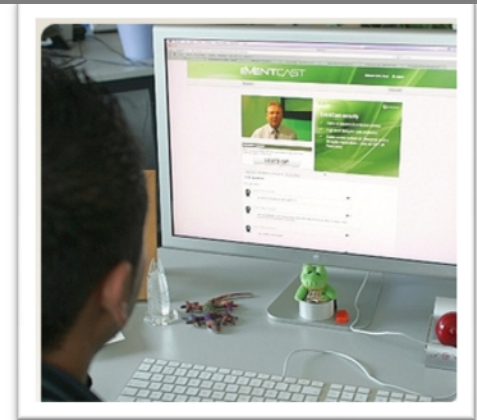
What do I do next?

You can book online to secure your place by going to [Wilson Sherriff's booking page](#) and selecting from the drop down menu - Virtual Facilitator £150 or you can email us with your payment details simon.wilson@wilsonsherriff.com

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Programme

Programme objectives

- Use a range of virtual facilitation techniques for working with groups at a distance
- Use a range of creative approaches to working with groups virtually including unique techniques that evoke creativity, stimulate energy and tackle problems
- Work in a range of virtual environments such as telephone conferences, videoconferences, online forums, virtual summits, social media and blogs
- Base experience in practice and feedback

Week one - 26 September 2011

Outcome-setting for individuals and the group. This introduces and uses some core technologies such as the online forum and telephone conferencing.

Facilitation principles in virtual environments. This session provides an experience of video-conferencing one-to-one and in a group. Participants experience the tools as participants and facilitators.

Week two - 3 October 2011

Creativity, metaphors and fun. This session involves exploring virtual worlds and other ways of involving the 'whole person' online

Handling conflict and challenge. We consider causes of conflict and challenge and find ways to deal with them using a range of different environments

Review and action planning.

At the conference

Informal get-together to meet participants face to face and reflect on the learning experience.