

Friesen, Kaye and Associates



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The Experts in Knowledge Transfer
and Workplace Performance

CTT+ Virtual Classroom Trainer Boot Camp

CompTIA CTT+ (Certified Technical Trainer) Virtual Classroom Trainer certification gives you the edge you need in today's highly competitive online learning environment. This vendor-neutral certification validates your expertise as a trainer for the physical or virtual classrooms. FKA's CTT+ Virtual Classroom Trainer Boot Camp along with the online exam simulator will get you ready to pass CompTIA's CTT+ written and performance exams. Working with FKA's highly skilled and CTT+ certified instructors, you will build the skills and techniques you need to be an outstanding online instructor.

Who Should Attend?

- Relatively new instructors or instructors who have never participated in any formal train-the-trainer program.

10 Reasons to Choose FKA for CompTIA CTT+ Certification Prep

1. FKA is a CompTIA CTT+ Authorized Partner.
2. FKA was first to market and is still the leader in training more CTT+ candidates than any other vendor.
3. FKA's learners have a 95% success rate in achieving CompTIA's CTT+ Classroom Trainer and CTT+ Virtual Classroom Trainer certification.
4. Learn from CompTIA CTT+ certified classroom and virtual instructors trained in CompTIA's performance-based exam scoring process.
5. FKA guarantees you'll pass the performance-based exam.
6. Get a free 30-day subscription to FKA's award winning CTT+ Essentials Exam Simulator.
7. The maximum enrollment of 8 participants allows more one-on-one time with your FKA instructor.
8. Get help with the documents and process for submitting your performance recording.
9. FKA is a cornerstone committee member of CTT+ and CompTIA Steering Council member.
10. FKA has been an expert in workplace instruction and certifying instructors for over 50 years.

CTT+ Virtual Classroom Trainer Boot Camp

Objectives

Upon successful completion of this online program, you will be able to:

- Apply the Systematic Learning Process to the virtual classroom.
- Apply Adult Learning Principles in the virtual classroom.
- Establish and maintain a positive learning environment for the virtual classroom.
- Use an inclusive communication style.
- Use your voice effectively.
- Capture and maintain learner interest in a live session.
- Test for understanding during presentation.
- Apply questioning skills to promote interaction and learning.
- Apply listening skills.
- Demonstrate the CompTIA CTT+ objectives in your recorded online lesson
- Answer a variety of multiple-choice questions similar to those on the CompTIA CTT+ Essentials TK0-201 computer-based exam.
- Plan continued self-development as an instructor.

Upon successful completion of this program, you will have prepared:

- A "best effort" recording to submit for CompTIA CTT+ TK0-203 Virtual Classroom performance-based exam.
- The necessary documentation or paperwork for the CompTIA CTT+ TK0-203 Virtual Classroom performance-based exam.

Agenda

Live Session 1 – Getting Started

- Welcome and Introductions
- e-Learning Environment
- Focus on the Learners
- Monitoring Tools
- The Human Element – Connecting by Voice

Agenda, continued

Live Session 2 – Adapting VIVE to the Virtual Classroom

- Keeping Learners Engaged
- VIVE
 - Variety of Presentation Methods
 - Interactivity
 - Visuals
 - Examples
- Communication Style (Language and Transitions)
- Listening Skills

Live Session 3 – First Individual Practice Lessons (5-7 minutes)

Live Session 4 – Using Effective Questioning Techniques

- Why ask Questions?
- Asking Questions
- Testing for Understanding (TFU)
- Question Levels
- Aligning Objectives and TFUs
- The Questioning Process

Live Session 5 – Second Individual Practice Lessons (10-15)

Live Session 6 – Managing Group Dynamics

- Finish Final Individual Practice Lessons
- Debrief Assignments:
 - Facilitating Application and Feedback
 - Communicating in Writing
- Managing Group Dynamics:
 - Recognizing Types of Verbal Behavior
 - Resolving Difficult Situations
- Lessons Learned and Best Practices
- What's next?

Live Session 7 - Introduction to CTT+ Virtual Classroom Trainer Certification

- Begin Review of CompTIA Objectives and Questions

Live Session 8 - First Individual Practice (for recording) CTT+ Lessons (17-22 minutes)

Live Session 9 - Second Individual Practice (for recording) CTT+ Lessons (17-22 minutes)

Live Session 10 – CTT+ Virtual Classroom Trainer Certification

- Complete Review of CompTIA Objectives
- CTT+ Virtual Trainer Submission Documentation

