



For Facilitating ELI Virtual Instructor-led (vILT) Programs



The ELI Virtual Facilitation (VF) Badge Program is designed to prepare ELI-certified facilitators to deliver an interactive and engaging learning experience that best leverages the capabilities of many common virtual meeting platforms. The length and content of the VF Badge is designed to be approximately 8.5 hours delivered over multiple virtual sessions plus pre-work activities. However, the actual time may vary based upon the needs and experience of the participants. Read further to discover details of the entire badging process.

VF Badge Program Prerequisites

Facilitator candidates must confirm they:

- Are certified to teach Civil Treatment® programs (*Required*);
- Have completed any mandatory training on the virtual platform deployed by their organization and have been granted log-in credentials. (*Preferred*);
- Experience teaching the live classroom instructor-led version of the Civil Treatment programs. (*Recommended*).
- Prior to Session 2, facilitator will be required to sign an addendum to their pre-existing Individual License Agreement (ILA) and a Statement of Work (SOW) to reserve their seat and confirm their participation in Session 2. These documents are also required to receive their selected vILT Trainer's Kits (T-Kit). Each participant is entitled to receive up to two vILT T-kits as part of their confirmed participation in the VF Badge Program.

VF Badge Program Objectives

By the end of the VF Badge Program, facilitators will be able to:

- Explain how the delivery of the virtual Civil Treatment series of programs varies from face-to-face delivery and what additional skill sets are required to be successful in virtual delivery;
- Define the roles and responsibilities of facilitators and producers in the delivery of virtual Civil Treatment programs and provide a checklist of production considerations for before, during, and after;
- Demonstrate how to combine virtual facilitation best practices with ELI instructional methodologies to promote engagement within virtual Civil Treatment sessions;
- Identify ways to minimize and address technical glitches and other challenges that may arise.



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VF Badge Pre-Work

Upon confirmation of registration in Session 2, the practice portion of the VF Badge program, all participants will be required to complete pre-work to become familiar with the content and activities in the virtual Civil Treatment program.

This pre-work includes completing a guided review activity focused on understanding course content and virtual delivery techniques that ensure the delivery of an engaging, interactive Civil Treatment program. Participants will also be assigned a practice module to prepare to teach back during Session 2. This pre-work activity should take no more than 2 hours to complete.

Participants with little to no experience facilitating learning on a virtual platform will have an additional assignment to begin getting more familiar with how virtual platforms work.

VF Badge Agenda

SESSION 1

This session is conducted in two parts on the same day.

Part 1: Introduction to Virtual Facilitation and the Virtual Civil Treatment Program.

This session will be 90 minutes.

- Explore differences between live Instructor-led and Virtual program participation and delivery;
- Discuss how to best leverage the features of virtual platforms to create the most interactive experience possible;
- Explain the contents and lay-out of ELI virtual program materials and homework assignments for the practice session.

Part 2: Virtual Program Demonstration

This session will be 2 hours.

- Civil Treatment Program demonstration.
- An overview of preparation and set up considerations.

SESSION 2

This session will be 3 hours and is limited to 7 participants.

Upon registration for Session 2, participants will receive soft copy materials via email to complete pre-work, along with confirmation of which module to prepare for the teach back. Up to two Virtual T-Kits for the program(s) of their choice will also be shipped.

Facilitator Practice Session

This session is facilitated one week after Session 1. It will be 3 hours with a 10-minute break

Participants practice a virtual module from the Civil Treatment series of programs.