Virtual Certified Instructor Program for
VIRTUAL DELIVERY

VIRTUAL INSTRUCTOR-LED TRAINING

The ELI **Certified Instructor Program for Virtual (vILT) Delivery** is a general certification that prepares Human Resources, EEO, L&D, or other professionals to deliver virtual instructor-led Civil Treatment® learning experiences on a standard virtual meeting platform. The vILT CIP is delivered via two virtual sessions per day over three consecutive days for a total instruction time of 16.5 hours. Participants will also be assigned pre-work that may take 2-4 hours to complete and off-line activities that require no more than 1 hour of additional time.

This experience will focus on developing virtual facilitators who can teach one of the following virtual ELI learning solutions: Civil Treatment® for Leaders and Employees, Civil Treatment® for Leaders and Employees Government, Civil Treatment® Workplace for Leaders and Employees, Building an Inclusive Workplace for Leaders and Employees, or Professional Global Workplace™.

Objectives for the Virtual Classroom Certification Process

During the ELI Virtual Classroom Certification, candidates will:

- Explore differences between in-person and virtual program delivery: how the delivery of the virtual Civil Treatment series of programs varies from face-to-face delivery, virtual platform and facilitation best practices, and other production considerations;

- Explore ELI program subject matter and identify ways to integrate standards from the organization's Code of Business Conduct, policies, and other standards, into the participant experience;

- Practice combining ELI's unique training philosophy, methodologies, and behavior models, with virtual capabilities, to deliver an engaging learning experience and support change in behavior for better business results;

- Discuss how to resolve technical and classroom behavioral challenges that may arise during facilitation;

Certification Pre-work:

Before logging on to the certification, participants will:

- Confirm which meeting/training platform they will use to deploy virtual ELI learning solutions, make arrangements to gain access to it, and enroll in a virtual meeting/training platform tutorial to learn the basics. (If not already facilitating learning on a virtual platform.).

- Read about ELIs Learning Philosophy and Methodologies, and Certification Criteria.

- Prepare two teach-backs to practice facilitating portions of an ELI virtual learning solution.

ELI

Certification Program Agenda

Day	Morning Session 10:00 AM – 1:00 PM Eastern	Afternoon Session 2:00 PM – 4:30 PM Eastern
1	• Welcome and Ice Breaker • Virtual Demonstration: Leader Program	• Facilitation and Production How To: - Virtual Platforms: Features and Tools - Facilitation/Production Best Practices

Day 1 Homework

Prepare for Assigned Practice #1; Read about Conceptual Resistance and Challenging Classroom Behaviors.

Day	Morning Session 10:00 AM – 1:00 PM Eastern	Afternoon Session 2:00 PM – 4:30 PM Eastern
2	• Participant Practice #1 Leader Program	• Case Studies: Technical Challenges: How would I handle…? • Personalizing the Experience Through Storytelling • Virtual Employee Program WalkThrough

Day 2 Homework

Prepare for Practice #2 and the Day 3 PM Participant Demonstration; Complete Basic Legal Concept Review.

Day	Morning Session 10:00 AM – 1:00 PM Eastern	Afternoon Session 2:00 PM – 4:30 PM Eastern
3	• Warm-up Activity: Breakout Case Studies, Conceptual Resistance and Challenging Behavior • Practice #2: Participant Choice	• Civil Treatment Legal Concept Review • Final Certification Review • ELI Help and Sustainability • Final One-on-One Certification Feedback

Participant Expectations

ELI awards final participant certification designations by assessing active participation in all certification activities, timely completion of all assignments, facilitation of satisfactory practice teach backs, and demonstration of knowledge and facilitation skill in the final certification application activity.

"Active participation" means full engagement in all live meetings, with audio connected and camera turned on; participation in class discussions; responsiveness to requests for feedback.

UPCOMING DATES

Civil Treatment for Federal Government: Certified Instructor Program for Virtual Delivery

Virtual Event Participation

June 16-18, 2020
(Registration Deadline: May 26)

August 11-13, 2020
(Registration Deadline: July 21)

October 20-22, 2020
(Registration Deadline: September 29)

December 1-3, 2020
(Registration Deadline: November 10)

Building an Inclusive Workplace: Certified Instructor Program for Virtual Delivery

Virtual Event Participation

September 15-17, 2020
(Registration Deadline: August 25)