



10 Features of a McKenzie Virtual Learning Event:

Delegates attending a virtual McKenzie event can:

- 1: **View the course PowerPoint slides**, in full screen, in high quality video, with animations and stereo sound in exactly the same way they would view the presentation on a large TV screen in a training or conference room.
- 2: **Watch and listen to the McKenzie facilitator** presenting the course in the *Virtual Training Room*. We operate a strict 'Microphone mute when not speaking' policy which means you generally only hear one or two people speaking at any one time resulting in a civilised learning experience with no annoying background noises.
- 3: **Ask questions of both the event facilitator and other delegates** in attendance in the *Virtual Training Room*.
- 4: **See and hear other course delegates** in the *Virtual Training Room*.
- 5: **Complete individual and syndicate exercises** to allow practical application of learning using copies of event materials previously e-mailed to delegates.
- 6: **Complete pre and post course work**.
- 7: **Speak to the course facilitator outside of the event**, on a one to one basis, to deal with individual queries.
- 8: **Receive an electronic copy of all event materials**, slides and exercises.
- 9: **Complete individual learning activities between modules**. (Most McKenzie virtual learning is undertaken in two or more modules).
- 10: **Complete the course from home or other remote location** using a computer, smartphone or tablet device.



How Does Virtual Learning Work in Practical Terms ?



- 1: You supply McKenzie with the e-mail addresses of all attendees. (Ideally, no more than 12 delegates per event.)
- 2: We forward joining instructions, event materials and an electronic link to click in order to join the course.
- 3: Delegates click the link and join the event using Microsoft *Teams* software.
- 4: We report course attendance and completion to you afterwards.

How long does a typical virtual learning event last for ?

We recommend a maximum of two and a half hours per module. This includes a 15 minute formal break and at least 2 sessions of circa 20 minutes where delegates are reviewing event exercises and are not in the *Virtual Training Room*.

The above recommendations are not a fixed rule and will vary according to both the event subject and delegate numbers. Programmes previously delivered as a one day event are typically delivered in two separate modules with a (circa) two week interval in-between modules.



How much does it cost ?

There are no additional charges for virtual learning so our existing rates with you remain completely unchanged.

Technical Requirements:

Most modern (including old *Windows 7*) computers with a microphone and web cam will work. We can send you (and your delegates) a test link to check compatibility. If you are not sure, your I.T. department will advise further. *Teams* software is now part of the general *Microsoft* package so if your computer is using *Word*, *PowerPoint* or *Excel*, there should not be a problem. Please visit www.microsoft.com for exact technical specifications.



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