Welcome Alstom Colleagues to

REMOTE

A high-speed virtual class on Remote Events, Meetings, Observations & Trainings Etc. in a travel limited reality...

Please

OK to record for colleagues?

Mute your microphone using the app's control panel, get your **keyboard ready**, turn on the light and **flip on the video**...

Perhaps download the materials?

Your Invitation

Join this virtual class to discuss **best practices** and exchange **fresh ideas** on how to **design, develop** and **deliver** engaging sessions at a distance - including **material make-over** and use of **interaction spaces** like Klaxoon

Clear Focus

Facilitators & Trainers

and of course **experts**, **consultants** & **leaders** - in their roles as coaches using virtual meeting rooms

Training Remotely

taking **your training** out in to the field **with live, real-time interaction**

(as opposed to developing recyclable content for e-Learning inside a CrossKnowledge path)

How familiar are you with virtual classes?

GoToTraining Poll

Agenda

Let's just do it.

Let's try to run this session using Klaxoon; tough start for just 60 minutes but it may work.

Will stay around for additional ***Q&A*** *+ more demo afterwards*

- Intro
- **Deep Dive: Klaxoon**
- Foundation
- For Remote
  - Designing
  - Developing
  - Delivering
- Best Practice
- Outro

Klaxoon!

Comes from wanting **better meetings**!

Live **facilitator** with very, very **smart board** w. **connected people** in a **physical room**

Flexible Setup

Traditionally, a smartboard inside a real room

- perfect for disperse teams!

Remotely, a shared screen inside a virtual room

Just for today: **GoToTraining**

Microsoft Teams

Klaxoon
Browser

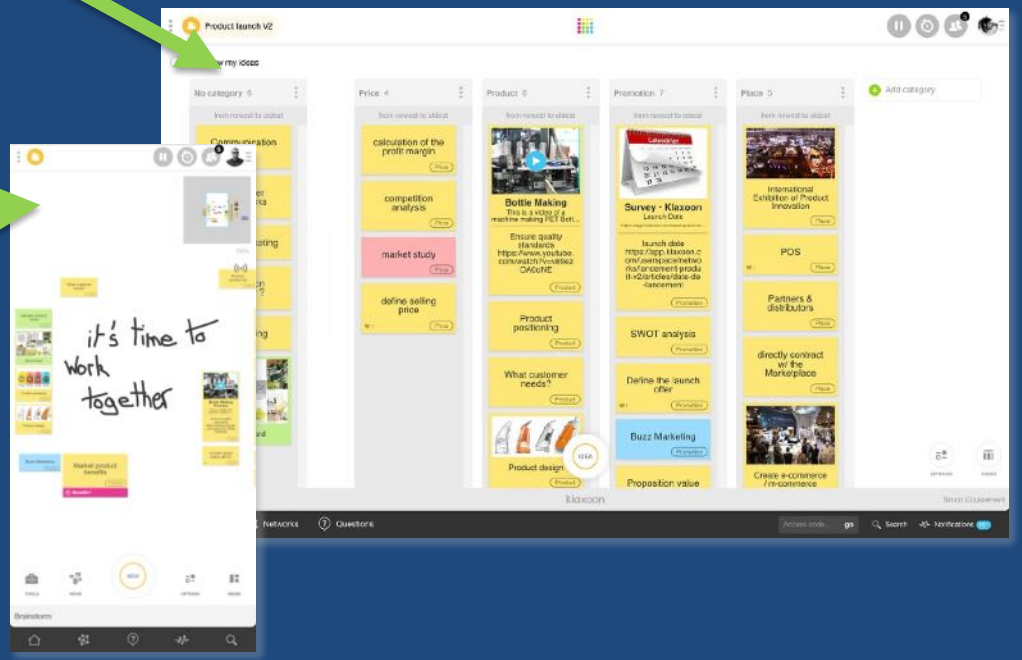
Due to:
Class size
External
Fall-back

Taking Klaxoon Remote

So, you'll need **two views**

One to show the **shared screen** in our virtual room

The other for your **own input**, like here on a smartphone



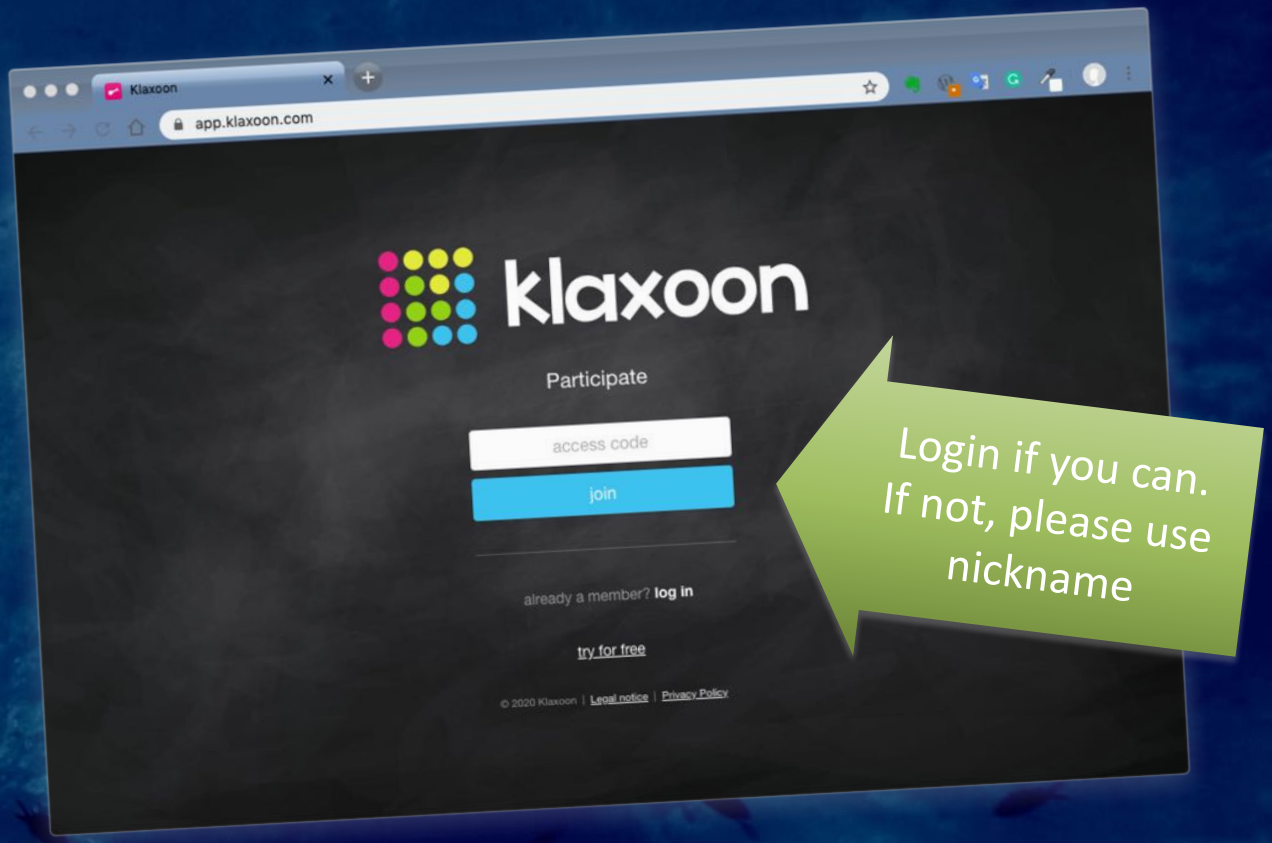
You can also use two tabs / windows in the same browser.

Ready? Let's Klaxoon

app.klaxoon.com

As the promised deep dive...

Disclaimer: Remember, Klaxoon was not made for big 35+ meetings...



How experienced are you with Klaxoon

Klaxoon Meeting **Live Question** > **Poll**

Who are you?
Did we meet in Paris?
When do you need this?

Klaxoon **Meeting Activity** > **Survey**

Foundation

Just a few essential observations to set the stage before we start designing, developing and delivering.

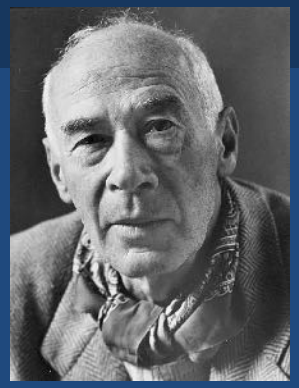
10+ Years of Facilitation

Open Book in PDF!

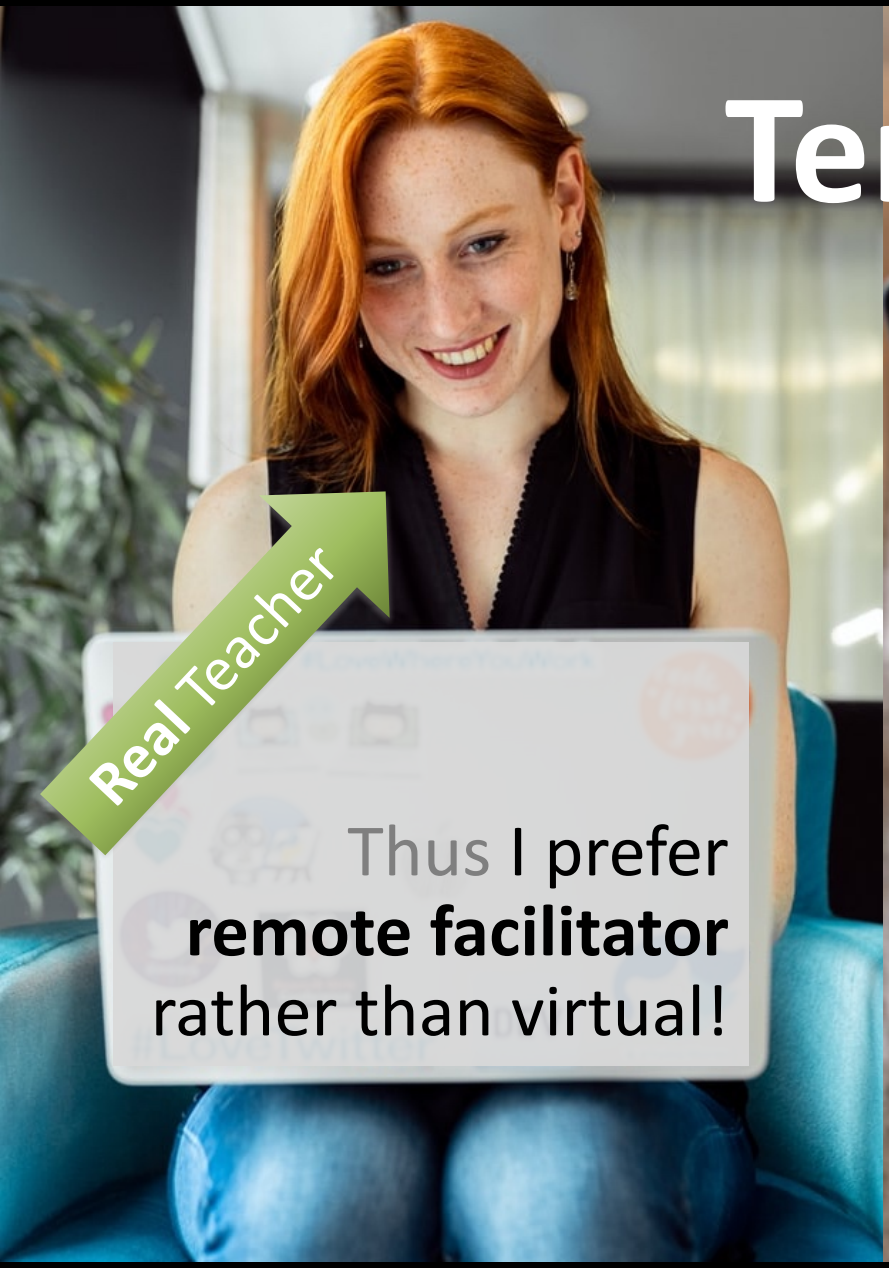
As time is short in any virtual class, allow me to rephrase the objective...

One's destination is never a place, but a new way of seeing things

Henry Miller



Terms?


Real Teacher
Thus I prefer
remote facilitator
rather than virtual!

Virtual Class

Everything As Usual

Only
behind
a **wall**,
blindfolded
and with your
hands tied

Please
accept the
challenge

What Happened to

Printers not wanting desktop publishing?

Music labels not wanting to stream?

Movie studios not wanting online series?

Design

Designing for screen may require you to take apart what you already have...

Intro

Deep Dive: Klaxoon

Foundation

For Remote

- Designing
- Developing
- Delivering

Best Practice

Outro

How does this image?
Biggest Challenge?
Better/Worse x2

Klaxoon **Meeting Activity** > **Survey**

Break Apart

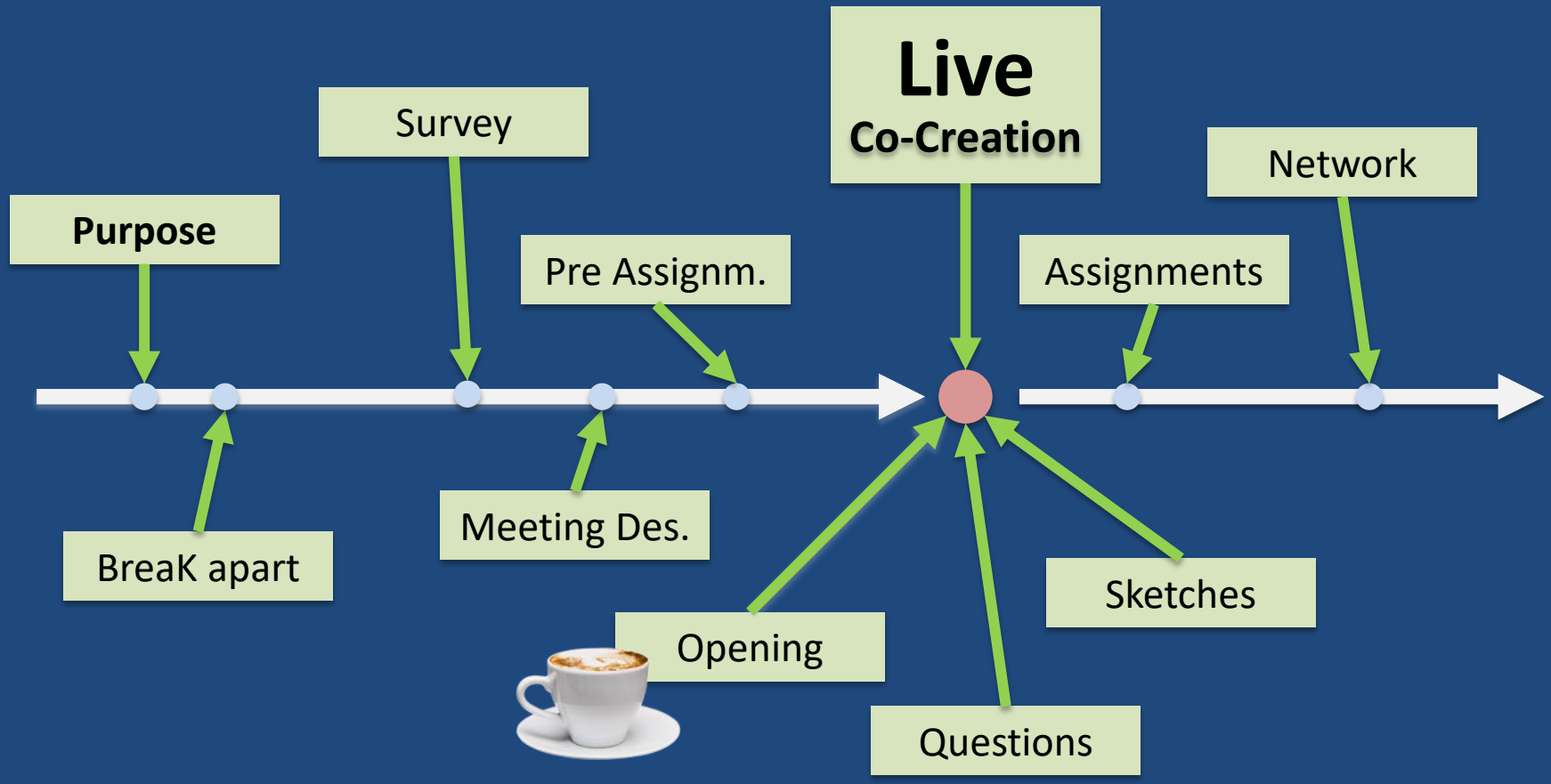
Survey
Offline Prep
Better Slides
Questions
Team Task
Team Study
Feedback

Introduction
Topic 1
Group Session
Lunch
Topic 2
Closing

Pre-Vid Clip
Social Opening (JoHari)
Digital Sessions

Break(out)s
Skype Coffee
Network

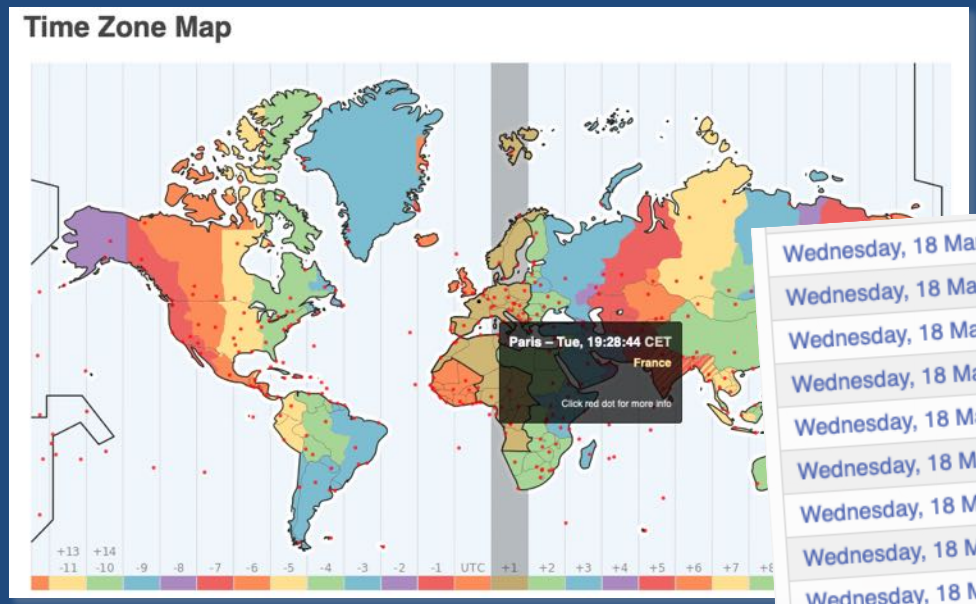
Think Timeline...



(for next time...)

… and Care for Time zones

www.timeanddate.com



Wednesday, 18 March 2020, 09:00:00	Wed 05:00 *	Wed 10:00	Wed 14:30
Wednesday, 18 March 2020, 10:00:00	Wed 06:00 *	Wed 11:00	Wed 15:30
Wednesday, 18 March 2020, 11:00:00	Wed 07:00 *	Wed 12:00	Wed 16:30
Wednesday, 18 March 2020, 12:00:00	Wed 08:00 *	Wed 13:00	Wed 17:30
Wednesday, 18 March 2020, 13:00:00	Wed 09:00 *	Wed 14:00	Wed 18:30
Wednesday, 18 March 2020, 14:00:00	Wed 10:00 *	Wed 15:00	Wed 19:30
Wednesday, 18 March 2020, 15:00:00	Wed 11:00 *	Wed 16:00	Wed 20:30
Wednesday, 18 March 2020, 16:00:00	Wed 12:00 *	Wed 17:00	Wed 21:30
Wednesday, 18 March 2020, 17:00:00	Wed 13:00 *	Wed 18:00	Wed 22:30
Wednesday, 18 March 2020, 18:00:00	Wed 14:00 *	Wed 19:00	Wed 23:30

https://www.timeanddate.com/worldclock/meeting.html

Develop

Developing for something that works remotely is an effort to become "screen worthy".

How do you become "screen worthy"?

Klaxoon Meeting Activity > **Brainstorm**

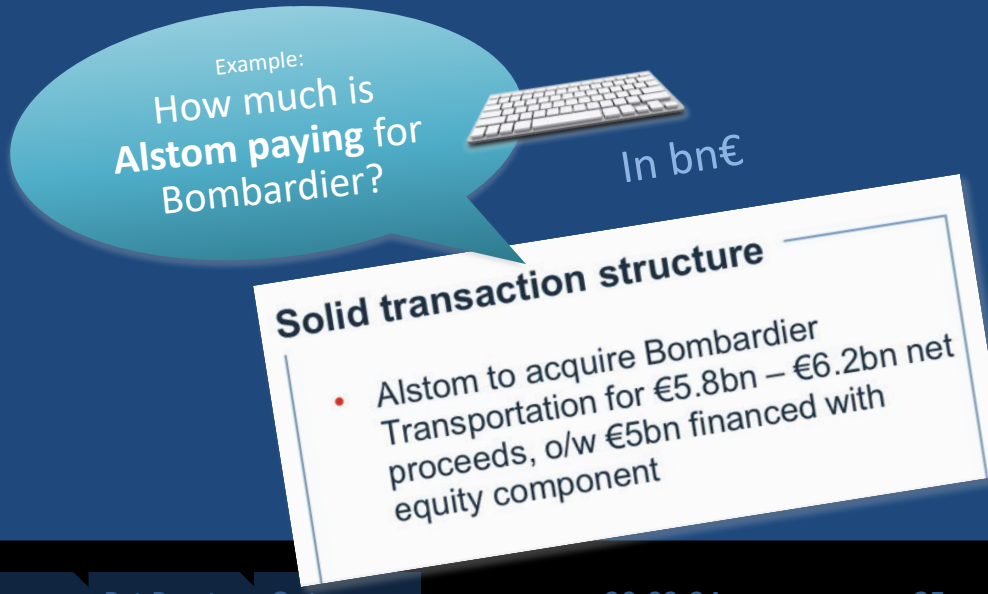
Communication Essentials

In my, Ulrik Ramsing, opinion...

You're only allowed to tell stories, for everything else you have to ask

So, **don't tell the audience** what the number is, ask them what they believe it is, or perhaps what it should be?

... like we've done in **Klaxoon**



Movement every 20 sec

Use **builds** and animations

Up the **eye-candy** (consistently)

Draw on
the screen

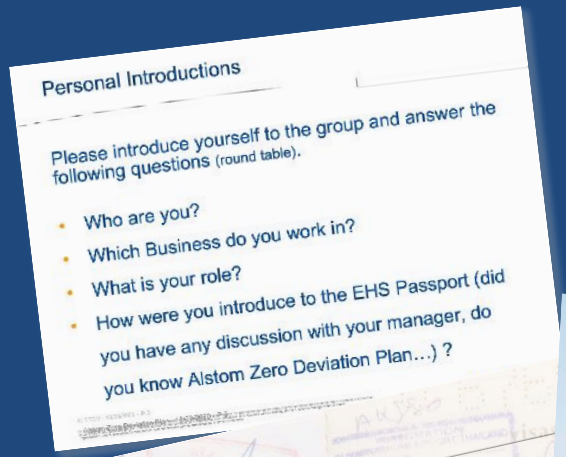
Jump to different Window

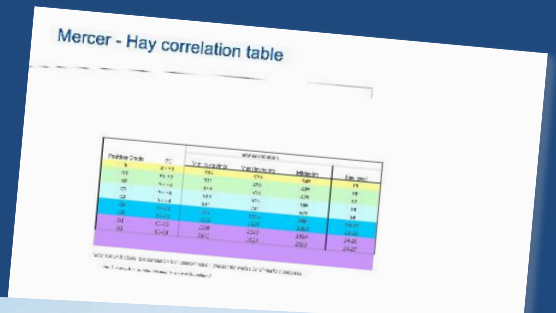
Toss in **polls** and questions...

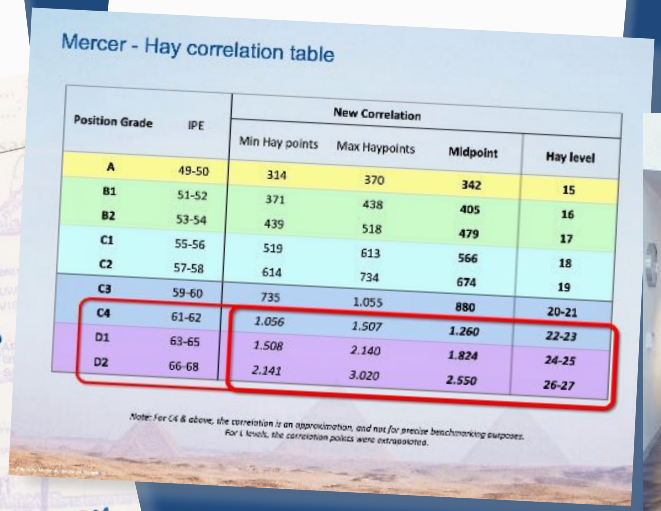
Make Over?

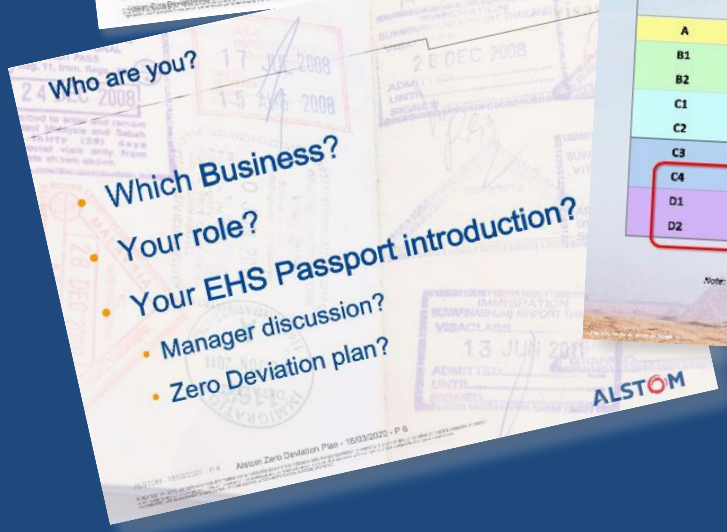
Leverage your assets!

Samples from Paris Workshop









Deliver

Delivery is not just about getting the right gadgets and licenses; you're only allowed these if you also promise to learn to use them properly.

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Now,
Boldly
Go Beyond
Conventional
Meetings

Video, Obviously

And **content** still **most important**

Camera? Sound?

Look at **the lens**, not their image
– you don't have studio distance

Get the **mike** & play with your **voice**

Be Personal

If you are not seen, deliberately express your emotions; **make them feel you**

Best Practice

Just a few final notes, largely on the social side with a few free links tossed in...

Practice is Everything

If time?
*More **Klaxoon!***

I fear not the man who has practiced 10,000 kicks once,

but **I do fear** the man who has practiced **one kick 10,000 times**.

Bruce Lee

Unused Space & Time

Leave room for all the essential social **connections**; have breaks and continue the remote conversation in buddy pairs

Skype Coffee

works in a training break;
perhaps with a personal
buddy-view of the kitchen?

Trust @ Distance?

Little Prep

- Share Personal facts
- Reveal **strength/weakness**
- Tell 2 Truths & 1 Lie
- Picture Exchange
- **Teach each other**
- Share travel tips
- **Tour de hobbies**
- Discover 5 changes
- Play casual games

Some Prep

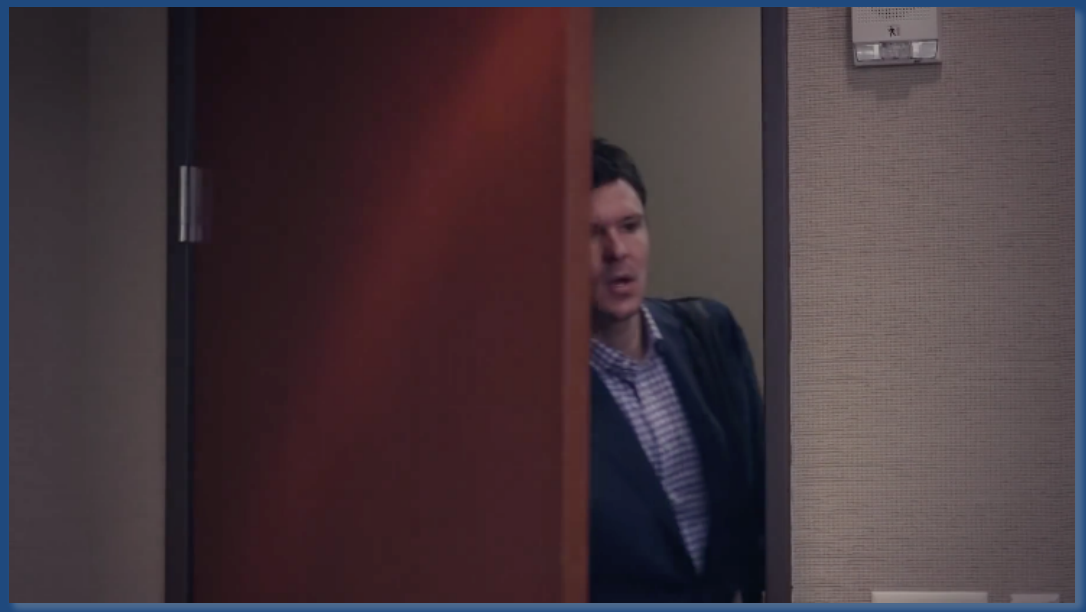
- **Quiz** each other
  Kahoot/Mentimeter/**Klaxoon** etc.
- Be each other's Avatar
  Get out the goggles and drones...
  Real **Tour de Chambre**?
- Share the equivalent X
  Icon/dish/sport/music/legacy etc.
- Write a Book
  Unique expertise
  Snapshot in time
  Culture – greet/meet/eat
- Play competitive **eSport**

Different Metaphor

Same idea: **Plan your Pitstops**!

Teleconference?

Well known, still excellent for dialogue...



https://youtu.be/DYu_bGbZiiQ

What's Next?

Follow-up?
More focus-sessions?
Local clinics?
No more, please!

Klaxoon Meeting Activity > **Survey**

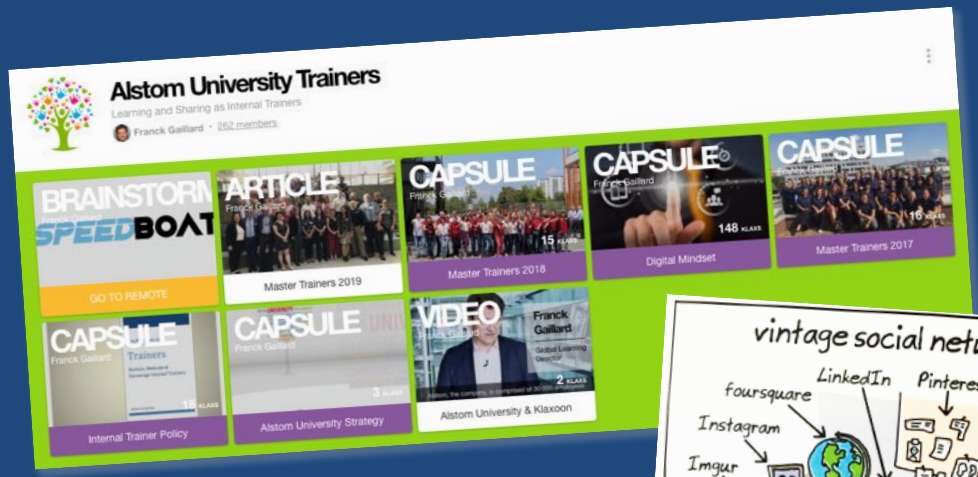
Tools & Materials

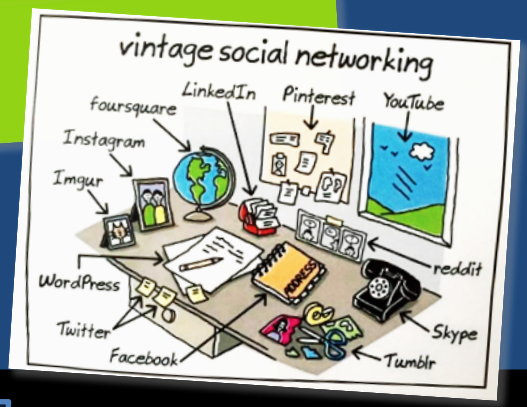
Exercise and **stay actively connected**

- Use the tools, join **AU Trainers Klaxoon Network**
  https://app.klaxoon.com/userspace/networks/alstom-university-trainers

More there

- Links to slides, tools, articles, templates etc
  after workshops
  & feedback from
  300+ trainers





Quick Wrap-up

Three ways to conclude...

Call to Co-Creation

Prepare

- **Break apart** and separate in time
  - leading up, on the day and after

Practice

- Get the software AND the gadgets

Re-work your stuff/self to be **screen worthy**
- work the slides, camera, mike and voice

Play

- **Express the unseen**, and your emotions
- Trust the team to go and come back
  - leave time (and tasks) for social connections

Conversion Sequence

1. **Decide on where and how**
   - need to know your room and the available AV-stuff
   - focus on knowing 2-3 tools well; Teams & Klaxoon
2. **Start experimenting** with fellow trainer
3. **Break days apart** and spread across timeline
4. **Rework your materials** for 20-sec changes
5. **Add social interactions** and challenges
6. **Sharpen your skills** of video and sound

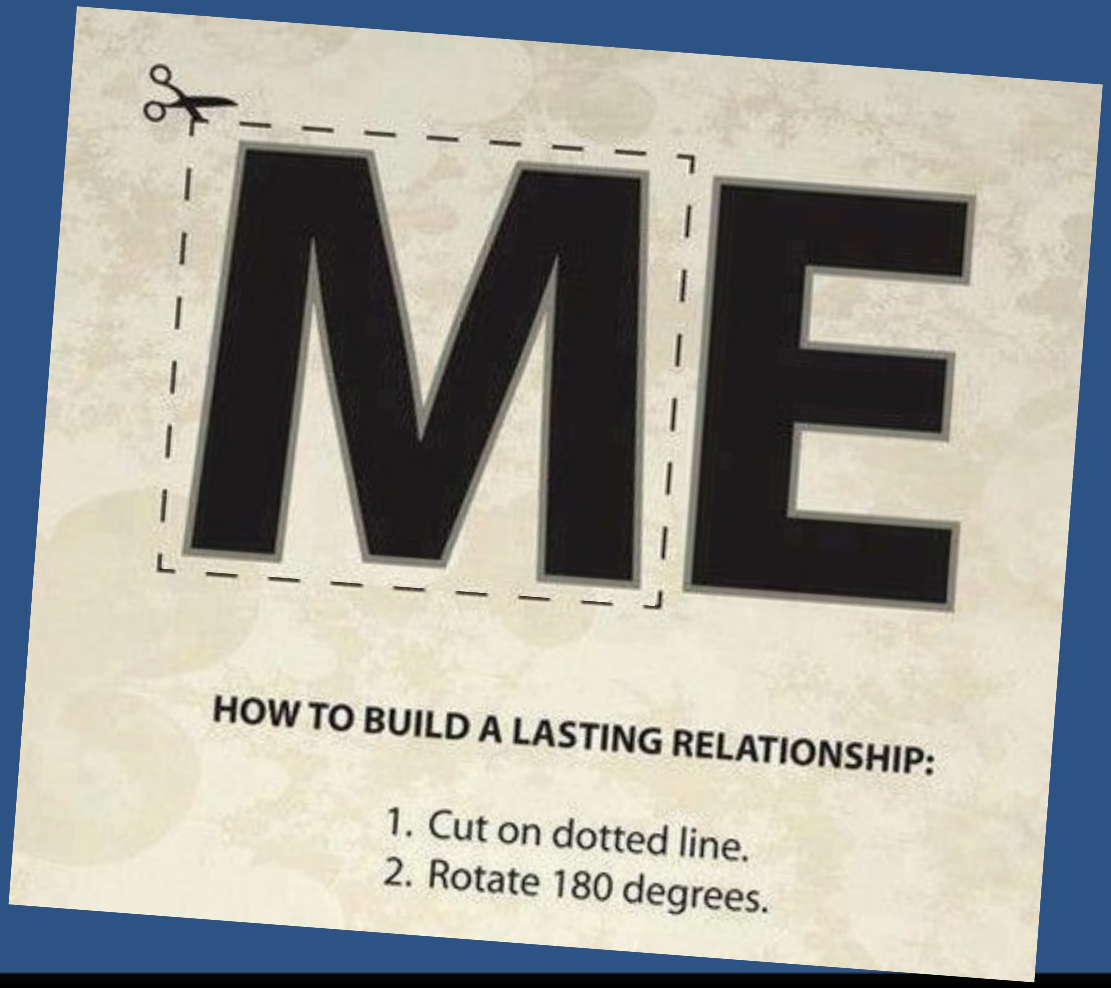
Production Questions

To which extent is the …

- subject matter challenging and **complex**?
- understanding dependent on **dialogue**?
- target audience digitally **experienced**?

Last words

Remote training is a **team effort**, **co-create** with your peers and your participants



Thank You

Questions are welcome

- so is feedback ;-)

Now or via e-mail:

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