

START 23rd
January 2018

Sync Skills

Online Training with Personality

Become a professional freelance digital training **producer**

- Work flexible hours from home
- 8 weeks to become a producer
- Get freelance work on completion of training

Digital training producer programme

What is a digital training producer?

A digital training producer is the host of the virtual classroom ensuring everyone is comfortable and ready to learn something new. A producer supports trainers, facilitators or presenters whilst they are delivering a live web-training or webinar.

Many trainers are leading experts in their field but they are not very comfortable with presenting live web-training or webinar.

The producer is to make sure they are prepared and operates some of the functionalities, helping trainers to focus on delivering content.

The producers also ensures that learners joining the training are able to take part in the activities.

- **It is not a technical job!** The technical bit is very easy for anyone who is used to work with a computer
- The challenging part is to ensure everyone is comfortable enough to collaborate and take part in the activities online. **It is a little bit like a talk show host.** Encouraging learners to share! This is where in the programme we will spend most of our time

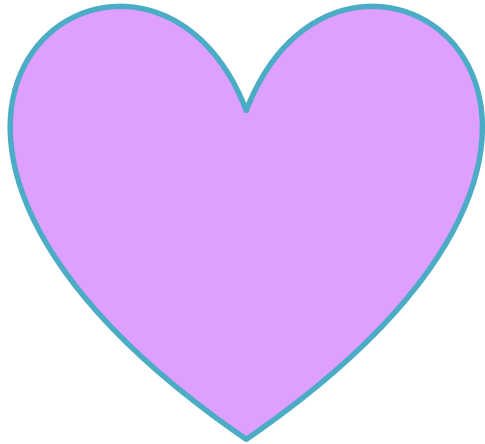


This role is ideal for someone seeking:



- Freelance work
- Enjoy social media interaction: facebook, twitter, pinterest, ...
- Not afraid of technology (but no technical knowledge required)
- Seeking flexible work from home (or anywhere else in the world!)
- Excited to learn new skills and work in an innovative digital environment
- Genuinely love and care about people

Mums Wanted !



If you are a mum looking into going back to work, we would love to welcome you even if you haven't work in a very long time.

Mums are wonderful: they are patient, caring and able to multi-task which are three essential skills for the role and some I can't teach unlike the technical bits.

Note: SyncSkills'clients are encouraged to request production services within school hours (or after children have gone to sleep ...)

Technical requirements



All you need is:

- ✓ a computer connected to the internet
- ✓ with a cable (wi-fi not suitable)
- ✓ A headset with a mic

All the technical requirements will be discussed in length during the programme. Don't worry about it!

What will you get from the programme?

- ✓ Start freelancing for SyncSkills when completed programme (Trainees fees £15/H)
- ✓ Learn valued skills for up and coming roles such as online facilitators and community managers ...
- ✓ Equip yourself to work with HR departments and training suppliers for Membership organisations
- ✓ Ideal training to branch out, kick start or restart your career
- ✓ Be part of the digital revolution!



Your 8 weeks programme explained

Tuesdays

10:00 – 12:00

- A tutor session to reflect, learn, practice, review case studies as a group, discuss and share

Weekly

study group meeting

- Meet online with a small group of trainee producers to practice and complete assignments
- Can be in the evening or in the morning (preferably on Wednesday or Thursdays)

Assignments

- Weekly assignments to be sent back to validate progresses and skill gain
- Real life practice

Fridays real life practice

9:30 – 11:30

- Observe and later practice, how to set up and run a real life web training with short learning webinars

Final assessment

- Run a webinar from start to finish

Learning objectives

By the end of the programme you will be able to:

- ✓ Set up a session in Webex and preparing the virtual classroom with all the required activities
- ✓ Ensure the trainers and the content is ready and suitable
- ✓ Communicate required information with clients and learners
- ✓ Open and welcome a live online session
- ✓ Assist learners with minor technical issues and direct them to the help desk for more substantial ones
- ✓ Co-facilitate a session and support the trainers through the delivery of the different activities
- ✓ Close a session
- ✓ Send post session report



This is a pilot

→ 8 week programme to get professional digital training production skills and start freelancing for training organisations, HR or Marketing teams

→ Average studying time 6 to 8 hours per week

- Limited to 12 participants
- **Free** (course value £1200.00)
- Participants will have to give some feedback about the course content

Starts: 23rd January 2018

End: 23rd March

(Course break week of 12th February)

Interested but still a lot of questions

Join our live webinar
on Tuesday 9th or
Thursday 11th
January at 10AM

Programme registration

www.syncskills.net/prg/FreelanceProducerRegister

Sync Skills

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