

START 16th
January 2019

SyncSkills

Webinar & Virtual Classroom
Support and Production

Become a Freelance Webinar Producer in 3 months



- Work flexible hours from home
- 6 weeks training a producer
- Get freelance work with SyncSkills on completion of training
- Registration fee reimbursed *See condition inside

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.

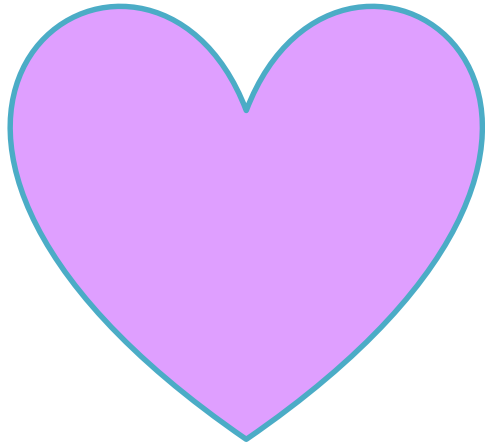
- **It is not a technical job!** The technical bit is very easy for anyone who is used to work with a computer
- The challenging part is to ensure everyone is comfortable enough to collaborate and take part in the activities online. **It is a little bit like a talk show host.** Encouraging learners to share! This is were 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 £12/H and then £25)
- ✓ 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 6 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

Assignments

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

Real life practice

- 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: Week starting 4th March

Learning objectives

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

- ✓ Set up a session in Webex and Adobe Connect and preparing the virtual classroom with all the required activities
- ✓ Ensure the trainers and the content are ready and suitable
- ✓ Communicate required information with clients and learners
- ✓ Open and welcome participants to a webinar or virtual classroom in a professional manner
- ✓ 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





Derwella's testimonie

Cohort 2018, based in Reigate, UK

Franco- Spanish and living in Reigate UK for almost 2 years. I took a break in my career when my husband was offered a move to Bahrain for work. My eldest daughter was still young and we had another little one whilst we were there.

When we moved to the UK, I started to think about returning to work but my children settling into their schools was my top priority. I also quickly worked out how different the school hours were compared to other parts of Europe and the high cost of childcare.

I needed work that I could fit around school hours and allow me to return to work gradually. It was then that I came across SyncSkills producer programme and signed up for the January 2018 intake.

I started the program without any technical knowledge, and to be honest, having never been any good with technology. I also wasn't convinced as to how effective on-line webinar training could really be for the attendees!

How wrong I was! Through the program I discovered this whole new world and how to navigate it! The program quickly and seamlessly took me through all the processes to the point of being able to deliver a webinar confidently. I am also now totally convinced with using these new technologies in the learning environment.

I started working with SyncSkills' client in the spring and as my confidence grew I delivered more and more sessions. I have been working for several months now and feel really confident thanks to the training and the support of Gaelle.

I have that all important flexibility to work around my personal commitment, I feel part of a team and I have embarked on whole new career – perfect!



Namrata's story

Cohort 2017, based in Canberra Australia

Namrata moved to a very exciting administrator role following her participation in the course. Whilst the SyncSkills team is forever sad that Namrata will only have little time to work with us, we are delighted to have contributed in a step forward in her career and wish her all the best.

"The best part of the course was that as students we got to apply the skills we learnt in a real-time 3-part webinar with a real trainer and real attendees!"

[Visit: syncskills.net/Producer](https://syncskills.net/Producer) and meet the team

Register

- 6 week programme to get professional digital training production skills and start freelancing us
- Average studying time 6 to 8 hours per week
- Register:
syncskills.net/prg/FreelanceProducerRegister

- Limited to 10 participants
- **£150.00** (Cost will be fully reimbursed when starting to work for SyncSkills*)
- Date:
Starts: 16rd January 2019
End: 8th March 2019
(Course break week for 2 weeks on 18th February)

*after the 10th unsupervised production assignment delivered for SyncSkill – detailed in contract

Sync Skills



Online Training with Personality

www.syncskills.net | mysupport@syncskills.net | +44(0)79 2806 0432

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