

vitero Moderation Training for Trainers

Service Description

General information:

- Goal: moderation and educational design of live online trainings in **vitero** for team sizes of up to 20 persons
- Target group: online trainers/lecturers and persons interested in methods and didactics
- Team size: 4 – 6 participants
- Requirement: computer skills
- Duration: 4 x 90 minutes (recommended) or alternatively 3 x 120 minutes, approx. weekly interval (online)
- Technical requirements: Windows PC or Mac with DSL internet connection, PC headset, webcam (optional); every participant is responsible for his hardware; for system requirements see: http://www.vitero.de/docs/vitero_sr_client_saas.pdf
- Hand-out: training materials and additional exercises (self-study and partner units)
- Participants receive a certificate

Training contents:

- Basic **vitero** functionalities and communication channels (audio channel, text chat, gestures, moderation tools, change seats/roles, awareness elements, notepad, ...)
- Present contents in **vitero**, amongst others via application sharing; use **vitero** moderation tools; referencing in the virtual room; advanced moderating techniques (amongst others card query, brainstorming, adjoining rooms, ...)
- Vitero Management System (VMS); assign users, book appointments, invite participants, upload contents
- Design of vivid, interactive sessions (educational conception), organizational preparation
- Adjust your own and the participants' audio settings, include participants via telephone; troubleshooting: basic knowledge about solving classic audio problems
- Presentation of an own short moderation unit