

What are key considerations and interesting ideas for creating a virtual focused conversation course?

	Which Technology?		Teaching Methods & Content	Course Structure	Promotion to the Target Audience
	MaestroConference	Elluminate			
PROS	<ul style="list-style-type: none"> Participants have nothing to download Low learning curve from both a facilitator and participant's perspective Accommodates large groups well due to simplicity of technology (more than 12 people) Facilitator is able to mute everyone and call on those with raised hands to manage the conversation Useful when the group has minimal access to technology, or little time to deal with a technology learning curve 	<ul style="list-style-type: none"> Participants visually see the focus question, who's in the room, the voting and emoticons, course materials Appeals to visual and auditory learners Talking stick to manage the conversation, and minimize background noise Use with groups who value the visual component and have access to computers with high speed internet Use whiteboards to do class exercises, such as Scramble, and team creation of a focused conversation 	<ul style="list-style-type: none"> Instead of homework, give time in class to create their own focused conversation in breakout groups Use breakout groups to deepen virtual focused conversations and keep engagement high, especially in large groups (send the question out to breakout groups and return with highlights from those who want to speak) Gather short stories to illustrate points Be sure to repeat questions and instructions several times, and keep it simple Watch a YouTube video together to create an experience around which to have a focused conversation. Christian the Lion: <ul style="list-style-type: none"> RA: Explore animal/human relationships after viewing a video about a long-lasting relationship between a lion and two men EA: Recall one's own relationships with animals in order to add insight to the conversation Create easy-to-remember acronyms/framework for virtual meeting design and facilitation 	<ul style="list-style-type: none"> Design course around defined learning outcomes Four days per week (Tu-Fr) 60 minute classes Offer recording of class on web site so people may catch-up if miss a class Elluminate + MaestroConf. Class 1: <ul style="list-style-type: none"> Elluminate orientation Closing mini ORID Class 2: <ul style="list-style-type: none"> Focused conversation demo with YouTube Class 3: <ul style="list-style-type: none"> Introduce focused conversation principles Focused conversation to reinforce learning Class 4: <ul style="list-style-type: none"> Focused conversation scramble Deepen principles Online quiz Class 5: <ul style="list-style-type: none"> Create a focused conversation in small groups Class 6: <ul style="list-style-type: none"> Class-led focused conversation w/ Ellum Learn MaestroConf. Class 7: <ul style="list-style-type: none"> Class-led focused conversation with MC MaestroConf. pointers Class 8: <ul style="list-style-type: none"> Class-led focused conversation with MC Discuss when to use which tool 	<ul style="list-style-type: none"> Target audience: <ul style="list-style-type: none"> Human resources staff who facilitate virtual teams Nonprofit board or staff members who lead virtual meetings Marketing, R&D, purchasing or sales people who lead virtual teams Trainers who train virtually Applications: <ul style="list-style-type: none"> Prepare for planning Prepare for a project kick-off Review an event, campaign, trade show, launch, trip, document, proposal Mid-project or end of project review meeting Engage people in active learning Marketing plan: <ul style="list-style-type: none"> Advertise a free demonstration of focused conversation via newsletter and website Demonstrate focused conversation with MaestroConference Take orders via MaestroConference for the course and books, "The Art of Focused Conversation"
CONS	<ul style="list-style-type: none"> There are firewall issues from a facilitator's perspective in corporate settings even though there is nothing to download (MC is working on this) Appeals to auditory learners only (send documents via email in advance to support visual learners) 	<ul style="list-style-type: none"> Firewall and downloading issues High learning curve from participant or facilitator's perspective 			
Possibilities	<ul style="list-style-type: none"> Use MaestroConference only. Use Elluminate only. Use Elluminate primarily as a teaching tool, MaestroConference primarily as a focused conversation tool. 				