

# Managing Successful Classroom Courses and Webinars–Tools and Techniques for Success Course

## Venue Information

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**Venue:** London UK

**Place:**

**Start Date:** 2025-12-08

**End Date:** 2025-12-12

## Course Details

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**Net Fee:** £4750.00

**Duration:** 1 Week

**Category ID:** MAL

**Course Code:** MAL-132

## Syllabus

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### Course Syllabus

#### Course Introduction:

This course provides participants with the foundational knowledge and practical skills necessary to effectively manage classroom courses and webinars. Through interactive lectures, hands-on exercises, and real-world case studies, participants will learn how to use technology to enhance course management, encourage participant interaction, and deliver high-quality training experiences.

#### Course Objectives:

- Understand the principles of effective course and webinar management
- Identify the key technologies used in course and webinar management, and how to use them effectively

## **Course Outline:**

### **Day 1: Introduction to Course and Webinar Management**

- Principles of effective course and webinar management
- Overview of key technologies used in course and webinar management
- Planning and preparation for classroom courses and webinars
- Developing course and webinar content and materials

### **Day 2: Using Technology in Course and Webinar Management**

- Using learning management systems (LMS) and other course management software
- Incorporating multimedia and interactive tools into classroom courses and webinars
- Managing participant data and performance tracking
- Utilizing virtual classrooms and web conferencing tools for webinars

### **Day 3: Designing and Delivering Engaging and Interactive Training Sessions**

- Designing effective learning objectives and outcomes
- Developing engaging training materials and activities
- Encouraging active learning and participation
- Facilitating group discussions and Q&A sessions

### **Day 4: Encouraging Participant Interaction and Feedback**

- Building rapport with participants
- Encouraging active participation and engagement
- Providing feedback and support to participants
- Responding to questions and concerns

### **Day 5: Managing Course and Webinar Administration**

- Managing participant attendance and evaluations
- Tracking performance and follow-up activities
- Budgeting and managing course and webinar costs
- Preparing for future course and webinar offerings