

# Certificate in ONLINE DELIVERY

Have the last two years made you realise that online facilitation is a completely different skill set from delivering workshops in person? Are you looking to hone your skills in the design and delivery of engaging, outcome-focused workshops?

Creative HQ's Certificate in Online Delivery could be the answer for you. You will learn the skills, tools and techniques to confidently design and deliver successful online workshops.

## WHAT IS CREATIVE HQ'S SCHOOL OF INNOVATION?

Creative HQ's School of Innovation is an immersive, experiential school that aims to build entrepreneurial capability in individuals.

Our courses give individuals the tools and mindsets necessary to tackle complex problems. Whether you work in a startup, a government agency, a social enterprise, NGO or a corporation, you'll get useful and applicable knowledge.

## Our team

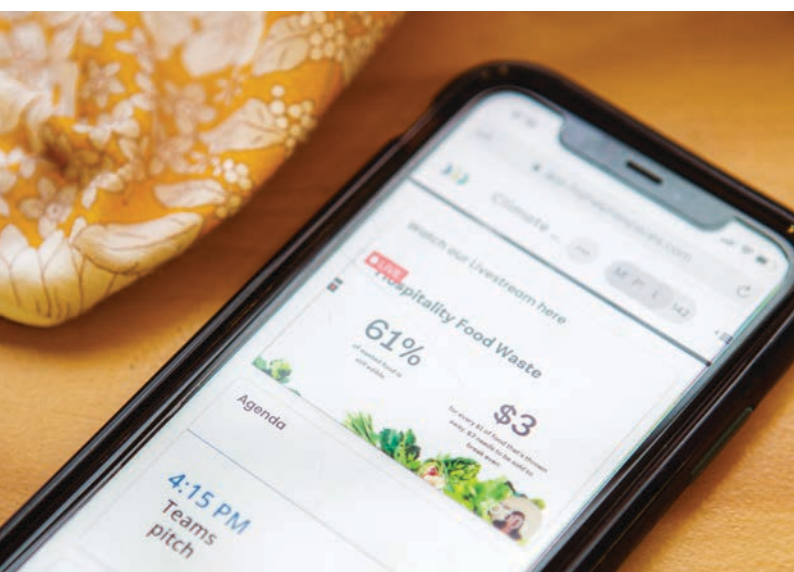
Creative HQ's workshops are led by experienced practitioners and leaders in New Zealand's innovation sector.

Our innovation specialists will support you with their facilitation expertise, guiding discussions, providing real-world examples of the techniques in action.

## Learning outcomes

- Understand and mitigate the key challenges of facilitating online
- Utilise online tools for online collaboration
- Design exceptional online experiences
- Confidently facilitate in an online environment to get the best outcomes from others

The course is task-based with real-world examples, so you can apply your learnings immediately.



# About the qualification

Each workshop will focus on a different aspect of online delivery, from using the right tools, to tips to confidently design a successful online workshop.

## 1 OVERCOMING THE CHALLENGES OF ONLINE

### PART 1

**Focus on how to create an online environment to engage all participants.**

*What will you learn?*

- What causes people to disengage online and how to develop a toolkit to mitigate this
- Challenges of energy, wellness and inclusion associated with facilitating online
- How to build a run sheet that accommodates what you have learned

## 2 OVERCOMING THE CHALLENGES OF ONLINE

### PART 2

**Understand the technology challenges of online facilitation and explore how to respond to them with prior planning.**

*What will you learn?*

- Why delivery takes longer online
- Behavioural changes when people participate online versus in a room

## 3 DEVELOPING CONFIDENCE WITH THE TECH

### PLATFORMS AND TOOLS

**Develop the confidence to use online tools and platforms.**

*What will you learn?*

- What tools are available to you for collaboration, engagement and task management
- How you can get the most from technology by preparing your participants on what to expect and how to use the tools

## 4 DESIGNING AN ONLINE WORKSHOP

### LOGISTICS AND CONSIDERATIONS

**Navigate how to design an exceptional online experience.**

*What will you learn?*

- How to create psychological safety online
- How to cater to different learning styles
- How to design an outcome-focused run sheet
- Pre-planning and logistics to consider for an online workshop

## 5 PRESENTING AND FACILITATING ONLINE

### ABOUT YOU

**Explore the art of presenting online.**

*What will you learn?*

- How to present yourself, including your surroundings, voice and online body language



### Who is it for?

The Certificate is designed specifically to suit the schedule of busy professionals.

### Time commitment

In order to be awarded the Certificate, **you will need to attend all five workshops**, each two hours, running from 12.30pm to 2.30pm.

# Pricing and dates

Sign up for all five workshops together.

**1** OVERCOMING THE CHALLENGES OF ONLINE  
**PART 1** 29 MARCH 2022

**2** OVERCOMING THE CHALLENGES OF ONLINE  
**PART 2** 31 MARCH 2022

**3** DEVELOPING CONFIDENCE WITH THE TECH  
**PLATFORMS AND TOOLS** 4 APRIL 2022

**4** DESIGNING AN ONLINE WORKSHOP  
**LOGISTICS AND CONSIDERATIONS** 6 APRIL 2022

**5** PRESENTING AND FACILITATING ONLINE  
**ABOUT YOU** 8 APRIL 2022

### Facilitators\*



**Megan Rorich**  
Senior Innovation Specialist



**Dr. Colin Kennedy**  
Head of School of Innovation

### Time and location

- 🕒 12.30pm to 2.30pm
- 📍 Online

### Learn more

- 🌐 [CREATIVEHQ.CO.NZ](https://creativehq.co.nz)
- ✉ [workshops@creativehq.co.nz](mailto:workshops@creativehq.co.nz)

All five workshops  
for only **\$799\*\***

**BOOK NOW**

[creativehq.co.nz/certificate-in-online-delivery](https://creativehq.co.nz/certificate-in-online-delivery)

\* Facilitators may change on occasion, however, please be confident that all our innovation specialists will deliver an outstanding workshop for you.

\*\* Please note workshops can't be booked individually. Price includes GST, but does not include the Humantix booking fee. Payment by invoice available.