

Virtual Presenter/Trainer Training

Required prior to presenting on a virtual platform

Tuition Fee

Tuition is free (\$0) for authorized Channel Partners and ABB employees.

Not available for non-Channel Partners.

Description

This program is designed to provide virtual presenters and potential “Authorized LV Drives Field Trainers” the processes required and tools available to perform successful virtual sessions. Participants will acquire familiarity with a broad range of virtual (Live) management techniques, as well as presentation skills and exercises. In addition, Learning Management System (LMS) and virtual platforms for registration and record keeping will be reviewed.

Student Profile

This training program is aimed at authorized ABB Representatives (Channel Partners) and ABB employees (Sales and Application Engineers) who have shown both the potential and the commitment to perform virtual ABB sessions.

Training Type and Duration

The overall curriculum combines both web-based eLearning modules and virtual webinar training with application exercises and activities to maximize the benefits to participants and accomplishing learning objectives. The virtual portion is approximately 2-1/2 hours of instructor-led “live” training.

Prerequisites

Participants must have:

- A commitment to perform high-quality presentations that measure up to the standards that ABB expects and delivers
- Recommendation to attend this webinar, from ABB or Channel management or the Training Manager
- Review the assigned learning materials related to Virtual events

Goal

The overall goal of this curriculum is to train and educate participants in the sciences, techniques, and procedures used by ABB’s training department, and to build the skills, knowledge, and attitudes necessary to effectively execute successful virtual training classes.

Learning Objectives

Upon successful completion of this training, participants will be able to ...

- ... Locate the “Training” tab in the ABBNOW & ABB.COM/US websites and social media links;
- ... Navigate various pages in the ABBNOW website to access and download vital documents and information for running a virtual training session;
- ... Demonstrate working knowledge of virtual class scheduling and logistics;
- ... Perform a “live” virtual presentation in-class of a topic provided by the instructor;
- ... Provide and accept feedback from other students who are also taking this webinar;

Student Materials

Upon completion, each student will receive:

- Access to session recording of their video presentation
- Handout materials used as supplements in class

Training locations and scheduling

This training is held “virtually” and is scheduled through the ABB Learning Management System. Contact the New Berlin, WI Training Coordinators for a schedule of available webinars (e-mail: drives.training@us.abb.com) For a schedule of other training opportunities please visit Training website at:

<https://new.abb.com/service/abb-university/united-states/drives>

Agenda

| Pre-learning | Virtual Webinar (9CSC013966vc-US-EN) |
|---|---|
| HANDOUT-Delivering Engaging Virtual Present. Blog | 8:00 a.m. ~ 10:30 a.m. |
| HANDOUT-Resource_LEO Learning_Zoom_Out...Webinar | Welcome and Introduction / About This Webinar |
| HANDOUT-Resource_Transitioning from Face-to-Face ... | Website and social media familiarization: ABBnow.com & abb.com/us and LinkedIn |
| HANDOUT- Set-the-Stage-Engagement-Virtual-Training-Tips | Procedures / Setting-up a Virtual Webinar |
| | Train The Trainer – Virtual Presentation Skills |
| | Review Assigned Mock Presentations with Students |
| | Video Record Mock Presentations / Provide Feedback |
| | Summary /Q & A's |
| | Course Evaluations / Conclusion / Farewell Message |

Note: Students are required to provide their own laptop with software to view/edit a PowerPoint presentation. Time will not permit the troubleshooting of student-owned PC's.