



## **Welcome to Caspersen's Web-Conference Training Program**

### ***Introduction***

We are excited to offer our workshops and certificate program via interactive web-conferencing. This fits with our hopes to increase access to narrative principles and to support a community interested in these ideas.

This information is geared toward facilitating the web-conferencing experience so that people feel comfortable and have such a good experience that they want to continue online training in the future. This is a working document, so any suggestions would be appreciated.

### ***Workshops***

As mentioned earlier, web-conferencing can be used to attend workshops. Please follow the steps below to both attend and have a satisfying experience.

1. Visit [caspersentrainingcenter.com](http://caspersentrainingcenter.com) and click on "workshops" to see the many training opportunities at Caspersen. Click on either "workshop description" or "buy tickets" to find out more about a certain workshop and to register. Register online and then email John Stillman at [jstillman@visi.com](mailto:jstillman@visi.com) to indicate that you will be attending online. He will need some information about you to set up an account (one time activation).
2. A week before your scheduled workshop, please look at the materials in this document and follow the instructions so that you are ready for the workshop.
3. To start your introduction to Web-conferencing and to ensure you have the proper equipment and settings on you computer, please proceed in this order:
  - a. Review and follow the steps laid out in the document called "Web-Conferencing Meeting Basics" at [http://caspersentrainingcenter.com/@/Materials/\\_files/4/file.pdf](http://caspersentrainingcenter.com/@/Materials/_files/4/file.pdf)
  - b. Refer to the document called "Web-Conferencing Student Guide" at [http://caspersentrainingcenter.com/@/Materials/\\_files/5/file.pdf](http://caspersentrainingcenter.com/@/Materials/_files/5/file.pdf)
  - c. If you have any further questions contact Watchitoo-specific Support:
    - i. Support Online: [www.watchitoo.com/support](http://www.watchitoo.com/support)
    - ii. Support Email: [support@watchitoo.com](mailto:support@watchitoo.com)
    - iii. Support Phone: 212-354-5888 option 2
  - d. And if at any time these steps are not working contact John Stillman at [jstillman@visi.com](mailto:jstillman@visi.com).

4. Please log on and do a test run a week before your workshop
5. On the actual workshop day, please start connecting to the website [wclassinteract.com](http://wclassinteract.com) 30 minutes before the workshop starts. Remember that the program is run from Minnesota, which is in the central standard-time of the United States.

### ***Certificate Program***

The certificate program is a combination of workshops, assignments, and small group practice sessions. Using web-conferencing to attend workshops is addressed above and the assignments can be turned in via email. The small group practice sessions involve the same steps as attending workshops, with the addition of regular use of “the playground” or in other words, virtual breakout rooms. This feature is described in chapter 5 of “Web-Conferencing Student Guide” referenced above at [http://caspersentrainingcenter.com/@/Materials/\\_files/5/file.pdf](http://caspersentrainingcenter.com/@/Materials/_files/5/file.pdf).

Small practice group participants will start at the “main stage” where everyone can interact with one another. These groups typically start with a check-in and a discussion of a narrative principle. When this is completed, participants in pairs or in threes will go into separate virtual breakout rooms where the exercise of the day will be waiting for them on the screen. One person will start as the interviewer, another as the interviewee and the third person will be the audience.

While the participants conduct the exercise, experiencing a specific narrative principle, the instructor will move from group to group interacting and sharing comments and possibilities. When each person has had a turn at the various roles, the members will return to the main stage for a closing conversation.

### ***Conclusion***

We are excited about the potential that this program has for community building and access. Again, please let us know if there is any way we can improve this document to facilitate wonderful online experience. Contact [jstillman@visi.com](mailto:jstillman@visi.com) with suggestions.