CINPAA | INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

سينبا | التعاونية الدولية للتدريب والاستشارات



Training programme:

Transition to the New Management of Classroom Courses and webinars

Delivered in several cities and dates

OUR INTERNATIONAL PARTNERS:

ISDE Law Business School High Performance Education
Higher Institute of Law and Business (ISDE)

Professional Development Institute
Professional Development Institute

Universidad Camilo José Cela
Camilo José Cela University

SEK EDUCATION GROUP

ISO 29993:2017 Learning services for non-formal education and training

ISO 9001:2015

Transition to the New Management of Classroom Courses and webinars

About the programme:

This programme examines the management of classroom courses and webinars, connecting the organisation of learning delivery with developments in course management practice.

Objectives:

Developing participants' skills, knowledge, values and professional approaches in:

a. Understand the basics of managing classroom courses and webinars.

b. Update participantsِ on the latest trends in course and webinar management.

c. Learn how to develop strategies for interacting with participants, content, and technology in course and webinar management.

d. Provide participants with the skills and tools necessary for successfully managing classroom courses and webinars.

e. Design an evaluation tool comparing learner engagement and achievement across classroom training and webinars.

Target audience:

a. Training managers coordinating classroom and online provision.

b. Instructional designers adapting learning activities to digital formats.

c. Trainers and webinar facilitators.

Daily programme:

• Day 1: Transitioning to new models of course and webinar management

a. Transitioning from traditional classroom delivery to blended and webinar-based models

b. Current trends in managing classroom courses and live online sessions

c. Roles of the training manager, facilitator and producer in each delivery format

d. Deciding which learning objectives suit the classroom and which suit a webinar

e. Case study: reviewing how a training unit moved a classroom course to a webinar series

f. Day output: delivery model decision guide for the participant's courses

• Day 2: Using technology in course and webinar management

a. Using technology tools for scheduling, registration and attendance in courses and webinars

b. Webinar platform features: breakout rooms, polls, chat, recording and screen sharing

c. Preparing technical rehearsals, backup plans and support for presenters

d. Accessibility, bandwidth and device considerations for remote participants

e. Workshop: configuring and rehearsing a webinar session with polls and breakout rooms

f. Day output: technical readiness checklist for webinars

• Day 3: Interacting with participants in classroom courses and webinars

a. Interacting with participants in classroom courses and webinars to sustain attention

b. Encouraging participant interaction through questions, discussion and group tasks

c. Facilitation techniques for hybrid groups with participants in the room and online

d. Managing difficult moments: silence, dominant speakers and technical interruptions

e. Workshop: facilitating a short hybrid session and receiving peer feedback

f. Day output: interaction plan with activities for each session segment

• Day 4: Developing course and webinar content

a. Developing course and webinar content from clear and measurable learning objectives

b. Adapting classroom activities and materials to digital formats

c. Designing slides, handouts and short videos that work in both formats

d. Structuring a webinar into short segments with regular interaction points

e. Workshop: converting one classroom module into a 60-minute webinar design

f. Day output: webinar session design with content and activity timings

• Day 5: Analysing the transition and evaluating results

a. Analysing the transition to new models of course and webinar management

b. Comparing learner engagement and achievement across classroom training and webinars

c. Designing an evaluation tool with engagement, learning and satisfaction measures

d. Using evaluation results to decide the delivery mix for future programmes

e. Workshop: designing an evaluation tool that compares classroom and webinar groups

f. Day output: comparative evaluation tool and transition action plan

Training methods and certificates:

Our programmes are built on modern pedagogy that combines theoretical knowledge with practical application, in line with participants' needs and the demands of the workplace. Methods include:

- **Interactive workshops:** analysis of real data and group discussions that strengthen practical understanding.
- **Case studies:** examples from international organisations that highlight real successes and challenges.
- **Realistic simulations:** participants train through professional scenarios that mirror real situations requiring decisions and situation management.
- **Advanced tools and technologies:** hands-on practice with up-to-date training software and tools suited to each field.

Certificates:

On successful completion, participants receive a certificate issued by CINPAA, a training institute officially registered in the European Union, Spain and the United Kingdom.

CINPAA - Cooperative International for Training and Consulting

Our programmes are delivered within academic and professional partnerships, cooperation agreements and memoranda of understanding with a number of academic and professional institutions, including:

- **Camilo José Cela University - Spain**
- **ISDE - Law & Business School - International**
- **Professional Development Institute - United Kingdom**

These partnerships aim to exchange expertise, develop training content and raise programme quality in line with international best practice.

Kind regards,
International Programmes Department

"CINPAA" INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

Course details and registration

Course Details | Registration

Programme	**Transition to the New Management of Classroom Courses and webinars**	Course Title
Language	**English**	Course Language
Venue	**Several cities and dates – see the table below**	Venue
Financial offer	**Sent separately, according to the number of participants and the delivery conditions.**	Financial Offer

Registration and confirmation:

To register, please use one of the following:

a. Complete the programme request form on our website.

b. Or send an email from your training department.

c. Or a nomination letter from your organisation.

Send your confirmation by:

Email	info@cinpaa.org
WhatsApp	+34 635 867 686

Our team is ready to advise on accommodation and logistics before and during your stay.

Planned programme dates:

City	Dates
Cairo, Egypt	30 Nov - 04 Dec 2026
Cairo, Egypt	11 - 15 Jan 2027
Madrid, Spain	12 - 16 Apr 2027
Barcelona, Spain	12 - 16 Jul 2027
London, United Kingdom	11 - 15 Oct 2027

The programme can be delivered in other cities and on other dates to suit your organisation, at the length you need. The cities are listed on the last page.

Cities where we deliver our programmes:

This programme can be delivered in any of the following cities, and elsewhere on request.

Albania Tirana, Saranda	**Australia** Sydney	**Austria** Vienna, Hallstatt, Salzburg / Zell am See	**Azerbaijan** Baku
Bahrain Manama	**Belgium** Brussels, Bruges	**Bosnia and Herzegovina** Sarajevo	**Canada** Toronto, Montreal
China Hong Kong, Shanghai, Beijing, Guangzhou	**Croatia** Dubrovnik	**Cyprus** Nicosia, Limassol, Larnaca	**Czech Republic** Prague
Egypt Cairo, Sharm El Sheikh, Alexandria, Hurghada	**France** Paris	**Georgia** Tbilisi, Batumi	**Germany** Munich, Berlin, Düsseldorf, Frankfurt
Greece Athens, Rhodes	**Hungary** Budapest	**Indonesia** Bali, Jakarta	**Ireland** Dublin
Italy Rome, Florence, Milan, Venice, Como	**Japan** Tokyo	**Jordan** Amman, Aqaba	**Kuwait** Kuwait City
Malaysia Kuala Lumpur	**Maldives** Maldives	**Mauritius** Mauritius	**Montenegro** Budva, Kotor
Morocco Casablanca, Marrakech, Tangier, Rabat	**Netherlands** Amsterdam	**Oman** Muscat, Salalah	**Philippines** Manila
Poland Krakow, Warsaw	**Portugal** Lisbon, Porto	**Qatar** Doha	**Russia** Moscow
Saudi Arabia Riyadh, Jeddah, Dammam	**Serbia** Belgrade	**Slovenia** Ljubljana	**South Korea** Seoul
Spain Madrid, Barcelona, Valencia, Alicante, Benidorm, Malaga / Marbella, San Sebastian, Granada, Cordoba, Canary Islands, Seville, Bilbao	**Switzerland** Geneva, Luzern, Zurich, Interlaken, Zermatt, Lugano	**Thailand** Bangkok, Phuket	**Tunisia** Tunis
Turkey Istanbul, Antalya, Trabzon, Bursa, Izmir, Bodrum, Antakya (Hatay)	**United Arab Emirates** Dubai, Abu Dhabi	**United Kingdom** London, Edinburgh, Manchester, Birmingham	**United States** Miami, New York, Los Angeles, Washington