

**LEARN. LEAD. TRANSFORM.**

# Live Online FAQ

## What is a live online course?

Carlson Executive Education live online courses are interactive short courses, which you experience live over Zoom alongside your cohort. Courses are led by Carlson Executive Education faculty, take 2-3 days to complete, and are a mixture of formats and experiences including class discussion and small group work with your peers.

## How will I interact with others?

Courses are designed to help you forge connections with your peers and with Carlson Executive Education faculty. The course experience goes beyond a lecture format to include activities, small group discussions, and interactive learning. Faculty will be live the entire time to facilitate your experience and help you form connections.

## Will I be working in small groups?

Yes, programs include break-out sessions with 4-5 participants. Using a Zoom breakout room, you'll work with your peers on course concepts, projects, and discussion questions. Course faculty will weave in and out of break-out rooms and will be available for questions and discussion. The course program manager will be available if technical questions or issues come up.

## Will there be breaks?

Yes, live online courses have breaks: several short breaks throughout the day to help you recharge, as well as one longer break for lunch.

## Can live online courses be used to fulfill Carlson Executive Education Certificate requirements?

Yes! Live online courses can be used to meet required and elective course requirements for any [Carlson Executive Education Certificate](#).

## Will the course be recorded?

Yes, the main Zoom session with the instructor is recorded. The breakout room sessions are not recorded. The links to the recordings will be available to participants on the course Canvas site.



“LOVED THIS ONLINE OPTION. IT ACTUALLY ALLOWED ME TO EASILY ATTEND, NOT HAVE TO DRIVE 2+ HOURS TO AND FROM FOR THREE DAYS. THIS WAS SO CONVENIENT AND VERY BENEFICIAL!”

—JULIE LEGRED, EXECUTIVE DIRECTOR, WINN FELINE FOUNDATION

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## Will the class roster be provided?

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A voluntary roster will be available for participants to add their name and email to stay connected with peers after the course.

## Can I transfer or cancel?

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Live online courses are subject to the same transfer and cancellation processes as all Carlson Executive Education courses. You may cancel a course 6 weeks prior to the date and receive a refund. If your course date is within 6 weeks, you may choose to make your first course transfer for an additional fee of \$250. [Check out the policy on transfers and cancellations](#) for more details.

## What if I have technical difficulties?

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Our staff is standing by to assist if you encounter technical issues with course programs or activities.

## Do I need special equipment to take the course?

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To complete the course, you'll need an Internet connection, a microphone, and a webcam. View the [Zoom System Requirements](#). A comfortable space, drinks, and snacks recommended!

## What if I've never used Zoom before. Do you have resources available?

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If you would like to get acquainted with Zoom and its features before the program begins, you can [join a Zoom test meeting](#). To learn more about specific Zoom features you may encounter during the program you can review this [Zoom Guide](#) or go to the [Zoom Support site](#) for more in depth information.

## Where do I get the Zoom information to connect?

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The program manager will send the Zoom information to join the course through email 3 weeks before the course start dates. The Zoom information will also be available on the course Canvas site.



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“CARLSON EXECUTIVE EDUCATION CLASSES OFFER A GREAT FORUM WITH THE RIGHT DEPTH OF KNOWLEDGE, INFORMATION, MOVEMENTS, AND GROUP ACTIVITIES IN EACH SPECIFIC TOPIC. THE INSTRUCTORS ENCOURAGE ACTIVE ENGAGEMENT AND PARTICIPATION TO MAXIMIZE THE BENEFIT TO EACH PARTICIPANT”

—HAITHAM RADWAN  
GLOBAL MARKETING MANAGER, CUMMINS POWER GENERATION

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“FROM AN EXECUTIVE STANDPOINT, I FEEL LIKE THE TIME WAS PERFECT FOR BUSY PROFESSIONALS. I APPRECIATED IT BEING REMOTE SO I COULD STILL BE AVAILABLE TO MY TEAMS IN THE MORNING AND FAMILY AT NIGHT.”

—ERICKA SCHAPEKAHM  
DIRECTOR HUMAN RESOURCES  
AND SPECIAL PROJECTS  
COFFEE CUP TRAVEL PLAZAS, HEINZ CORPS.

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## ABOUT CARLSON EXECUTIVE EDUCATION

Carlson Executive Education, as part of the University of Minnesota, has been committed to driving business success for more than 50 years. Through innovative and transformational programs, business leaders have partnered with us to solve their most pressing challenges and prepare the next generation of leaders to drive their organization's success.

When you partner with Carlson Executive Education, your leaders will learn the critical frameworks, tools, and skills needed to move your firm forward. They will gain new perspectives and be able to leverage their knowledge of the rapidly changing business environment. As more effective leaders, they'll transform your teams and guide your organization to future growth and profitability.

**RATES FOR GROUPS:** Learning with your team leads to greater business impact and we want to help you make it happen. Contact Carol Roecklein to get your discount. [croeckle@umn.edu](mailto:croeckle@umn.edu) | 612-625-5412