

Virtual Training Tips

Because of the circumstances, some businesses are now making it a focus to deliver their traditional training online and in a virtual setting. Here is a list of tips to keep in mind (and maybe to pass along to the boss who thinks uploading a PowerPoint will do).

Before:

1. **Have a producer!** This is key, especially if you are new to the virtual game. One person to handle tech issues allowing the facilitator to do their thing.
2. **Send out information on how to test their system.** This is to be sure everyone knows how to access your virtual classroom and their systems are compatible.
3. **In a separate communication piece, send out webinar expectations.** If this is the first classroom-based webinar, tell people! This way when bugs happen (and they will) the participants will be more patient.
4. **Send nudge reminders.** Telling people when to show, and what the expectations are. Telling people once isn't enough.
5. **Plan and practice your interactions.** See below.

During:

1. **Ask questions but wait for the responses.** Responses on a webinar take almost a third longer than in class. People have to reframe your question in their mind, THEN type out the response. This takes longer than just shouting out a response in a classroom.
2. **Use the chat feature,** and also WATCH the chat. You will need to react to what people are writing and address questions. Encourage the chat room. When you ask a question, be sure to say, "Write your responses in the chat."
3. **Use the tools!** (Practice with the tools!) - Have the participants use the annotation tools, open up a whiteboard, use the breakout rooms. This is critical to ensuring engagement and interaction.
4. **Less is more!** Best practice with Powerpoint is to limit text, this is especially true with a virtual setting. Seeing lots of bullets and text on a computer screen will make people turn into zombies. Keep extra text in the notes section for you to see.
5. **Use the webcam.** If the group is small, tools like zoom allow for multiple people to be on a screen. Use this to encourage open discussion.
6. **Take breaks.** People will need to stretch and relieve the brain from staring at a screen. A minimum 10-minute break for every 75-90 minutes.



7. **Downloadables** - this may mean creating 2 decks or creating a participant's guidebook. You won't have everything on the screen, therefore people will need to access information in some manner. Give them something to reference.
8. **Record the session.** There will always be someone who misses the virtual class for some reason.

After:

1. **Survey the results.** Ask brutally honest questions. If virtual training becomes the new norm, then you will need to iterate, constantly.
2. **Provide a communication piece** wrapping up the program and giving participants extra resources to connect the learning.

Let Learning Rebels help you.

If you need to move your ILT training into a virtual setting, but don't have the time and bandwidth to create quality content. Learning Rebels can help. We take your ILT curriculum and convert it into an engaging virtual program. We also include facilitator notes and tips with a participant guidebook. **Contact us now.**

Let UMU help you.

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