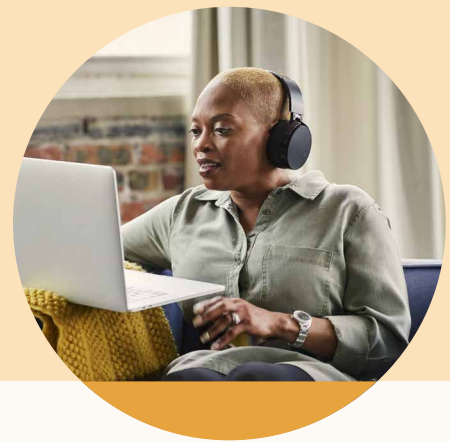


Transitioning from In-person to Virtual Trainings



Are you making a quick pivot from hosting a live training to one in a virtual environment? If so, here are some best practices to ensure your learners get the most out of the session:

Before the session

VLTs (virtually led trainings) should be a maximum of 90 minutes. If your training was scheduled for longer adjustments will need to be made to the agenda. And, video is always the preferred method over audio only (unless you have network bandwidth concerns).

- Provide learners with a checklist of things they can do independently ahead of time:
 - Have them review existing documents, videos, microsites and internal/external research for context and background.
 - Consider creating a LinkedIn Learning Learning Path or Collection and sharing it with the participants ahead of time.
 - Set up 1:1 or small group sessions with SMEs or colleagues: This will not only provide learners with useful information but give them an opportunity for valuable (virtual) face to face time with people they should know.
- When developing the slides, keep content to a minimum and focus on making the slides visually appealing. This will help keep the learners engaged.

During the session

- At the start of the session, walk through the VLT environment and ask learners to select and practice with some of the tools so their ability to learn won't be impeded by the technology.
- Request some form of interaction/response from the learners every 3 slides or every 10 minutes (whichever is sooner).
 - You can use Teams, the VLT chat tool, polls or various social media interaction tools to get confirmation from the learners that they are understanding the material and are actively engaged.
- If your VLT allows for breakouts, consider using the functionality as a way to give the learners an opportunity to interact "live" with one another in a small setting.
 - Before sending participants into a breakout session, describe the experience, how to collaborate and save files, and how they will come back to the main room.

After the session

- Send a short wrap up that includes the key learnings from the session and links to the presentation and any other related materials.
- If you had a parking lot and have answers to the questions there, the wrap up is a good time to share them with the learners.