

NEW TO VIRTUAL TRAINING?

TOP TIPS FOR RUNNING A GREAT SESSION

Webinars are a great tool, but sometimes we need to take things to the next level. That's where virtual training sessions come in. Here are our top tips: when to use virtual training and how to give your audience the very best experience.

WHAT IS VIRTUAL TRAINING? IT IS...

Live and instructor-led using a specialized online platform

IT ISN'T...

A conference call, webinar, or e-learning module

CHOOSE VIRTUAL TRAINING WHEN...

Your main objective is teaching, rather than just informing

You want your audience to participate and ask questions

You need participants to 'learn by doing', not just listen

PREPARATION IS KEY. GET READY BY...

Practicing with the technology and rehearsing in advance

Knowing your audience. What topics will drive their interest?

Remove distractions. Turn off email, phone, and messaging

DESIGN FOR SUCCESS. MAKE SURE YOU HAVE...

Great interactive design, with engaging and attractive slides

A good presenter with strong verbal and presentation skills

Explained to participants how to use the online platform

DO...

Respect your audience's skill-level, culture, and individuality

Keep them engaged - ask questions and encourage responses

Promote interaction every few minutes to keep interest high

DON'T...

Exhaust your audience. Ideally keep training sessions to 1 to 2 hours

Spread yourself too thin. Keep group sizes to 10-12 people max

Use humour unless you are very, very sure of your audience

AND LASTLY...

The classroom is virtual, your audience isn't. Keep it human

Make it easy to understand, with appropriate speed and volume

Vary pitch, tone, and inflection to convey interest and enthusiasm

