



Overcome the hurdle of transitioning trainers into **dynamic online facilitators!**
Learn to leverage the tools & techniques from proven virtual experts.

Brought to you by MeetingOne
Written by Virtual Gurus

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Moving away from a familiar environment

Moving training online?
How difficult can it be?

This question gets asked by classroom trainers across the world every day.

Individuals and organizations believe that moving their training programs online requires little more effort than just uploading slides and inviting learners to the online event.

But will it actually work?



Years of experience has shown me it is not that simple.



If you are considering moving your training online, you need to approach it like any other change initiative.

It needs careful planning, thought-out preparation, new skills and **new mindsets** — not just for you and your company, but also for your learners.

Whenever we think about change, it's something that we often face with hesitancy, trepidation, maybe even fear — **a fear of the unknown.**

Re-Imagine the virtual classroom!

Get inspired!

It's hard to move to a virtual setting when we are so comfortable with the face-to-face environment.

As youths, we were likely educated in a **face-to-face environment**, and most of our training sessions may have been in person.

Learning is very much tied to verbal and non-verbal communication. **Body language is essential for understanding.**

Moving to training online is a big change.
We need to manage it for all parties!



Moving training online comes with its challenges

Taking training online comes with obstacles that we need to be prepared for & know how to overcome.

A recent poll with our audiences suggested they were faced with the following challenges:

- 18% Faculty comfort levels
- 35% Leveraging the toolset
- 43% Mastering the dynamic
- 52% Learners multitasking
- 55% Little or no interaction



This all adds up to frustration for the new online facilitator & the audience.

All parties must be comfortable with this new environment, starting with the delivery team.



The key to successful online learning is ensuring that your team has all of the different elements thought-out and planned.

Conducting training in a **live, online virtual classroom** requires our trainers refine their existing facilitation skills, and adapt them to suit the virtual classroom.

In the virtual classroom, we must **involve our learners** even more than we do in the physical classroom. If we don't, our learners are liable to wind up distracted or busy multitasking.

Classroom trainers need to refine & adapt their skills

Deliver a better online
learning experience

Read how

Brain Rules

12 Principles for Surviving & Thriving at Work, Home, & School

“Brain Rules is one of the most informative, engaging and useful books of our time. Required reading for every educator and every business person.”

- Garr Reynolds - Presentation Zen



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6 Brain Rules

to create dynamic
virtual learning

Download the Infographic!

If you have not read this book, add it to your reading list! Author John Medina is a developmental molecular biologist who has a lifelong fascination with how the mind reacts to and organizes information.

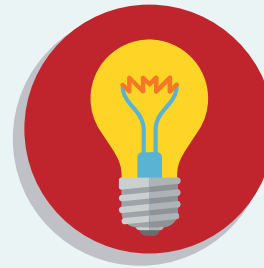
His research gives us so many concrete examples to explain why our learners may be challenged by poor virtual classroom offerings.

We discuss **6 essential rules** for creating dynamic virtual learning in our downloadable infographic to the left.

Rule #4 - We don't pay attention to boring things

This rule is no secret to most of us.
We know that dull, boring conversations turn us off.

Attention wanes
after just
10 mins!

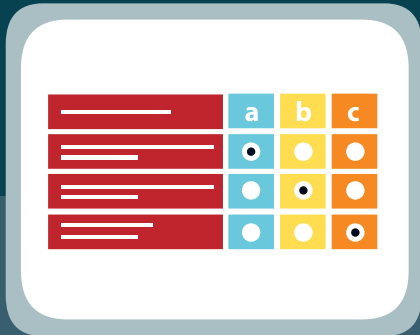


Often learners are subjected to trainings that are uninteresting, tedious and delivered poorly – all valid reasons for switching off and focusing on more interesting things.

That is why learners will multitask.



Hooking learner's interest is critical in a virtual environment!



We have to engage and interact with our learners, to limit lecture and to change activities up to keep their attention. We need to make learning interesting & impactful.

Give your learners a reason to stay connected during an online session-
USE THE VIRTUAL TOOLS.

Use virtual tools to engage learners!

Get the free eBook!

So, how DO you plan to **effectively engage** with your virtual audience?

Keeping our audiences engaged & interacting

Consider what keeps you **engaged** when on a conference call or webinar, such as:

Tone of voice

Being asked questions

Ability to provide responses

Great visuals

We also know very well what **disengages** us, such as:

Monotone presenters

Drab lectures & content

Little interaction

Text-laden slides

Interact more often – on average **every 3-5 minutes**

Our audiences are impacted both positively and negatively based upon how you engage and interact with them.



One trick is to change up the activities frequently, but don't change it just for the sake of it. **The activity should support the learning.** Don't spend valuable time on a poll simply because you have not already conducted one.

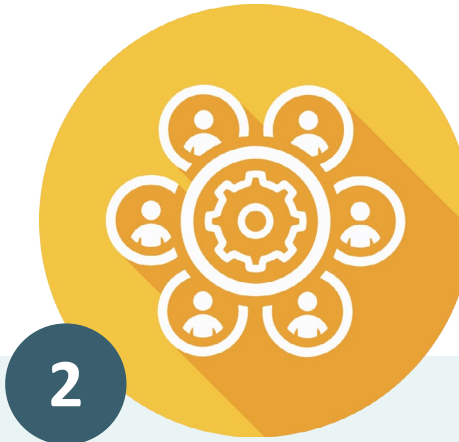
Three ways of interacting



Interaction between facilitator & participants

Most interactions take place between a facilitator and participants.

Whether it's asking questions, presenting information, or gaining opinions, great online facilitators use this way of interacting. But it has limits.



Participants interact with other participants

The virtual classroom lends itself to collaborative & social learning.

Open up the phone lines; start Breakout Rooms; avoid suppressing conversations. The key is to keep discussions focused, be a moderator & keep things directed.



Participants interact with the platform tools

Leveraging the chat function so all your learners can contribute something is unique to the virtual platform.

The polls and annotation tools also help create interactions that keep learners engaged and on topic.

PLAN

**Success
comes from
3 P's**

PRACTICE

PREPARE

Planning for Success

Successful live, online learning comes from planning out your approach.

Plan activities that support the learning outcomes we want an audience to walk away with.

Decide what materials you need to create, and ensure they are designed **with the platform in mind.**



Preparing for Success

Preparation is vital if we are to have successful sessions.

Provide technical checks for facilitators and learners to ensure the right setups are in place.

Offer **clear communication** on how to access the live event - and who to contact if learners can't.

Set clear expectations on what learners need to prepare. Do they need webcams? Have they tested their connection?

Multiple speakers? Ensure success!

10 success tips for multiple speaker sessions

Practice Makes Perfect

Even after nearly a decade of facilitating hundreds of virtual events, I always conduct a rehearsal.

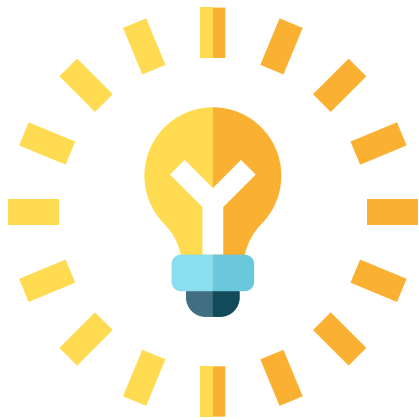
It's key for faculty to practice to ensure:

Choreography moves smoothly between faculty and others involved in delivering the training, including subject matter experts, hosts or producers, or co-facilitators.

Polls are showing the way you want and videos are playing as they should.



8 Top Tips for Successful Online Trainings



1

Have a warm-up activity planned

As learners join the session, their minds are still elsewhere. Help them transition to the topic of the training by conducting an activity that eases them into the subject – maybe in chat or a poll.

2

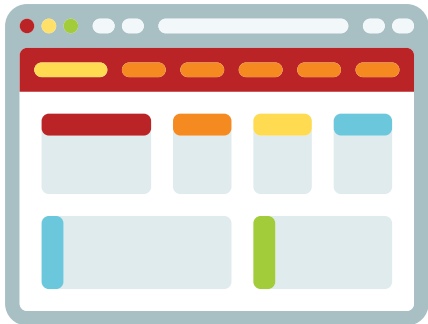
Make the session about them

Avoid being the “Sage on Stage” - that all-knowing expert. Its all about the content and what the audience needs to learn. If you are talking too much then they are not likely to be learning.

3

Don't lecture – engage!

Virtual sessions are not good lecture halls. Minimize lecturing by providing the knowledge or information in another format, such as a document to read.



8 Top Tips for Successful Online Trainings



4

Focus on what engages audiences

Make sure that those elements that engage YOU in live, online events are the elements that you bring to the sessions.

5

Utilize a producer so you can focus on the learning

Using a producer/moderator (also referred to as host) allows the facilitator to focus on the learning that needs to take place. Let a producer can handle troubleshooting any technical issues.

Need a producer? We have you covered.

6

Leverage the tool set within the platform

Ensure that you truly understand how the technology works and what you can do with it. Master the platform; use the tools effectively.



8 Top Tips for Successful Online Trainings



7

Keep track of interactions

Ensure you allow everyone to get involved by keeping a tally of whom you've interacted with and whom you haven't. Don't force the interaction, but provide the opportunity for everyone to contribute.

8

Design for interaction & engagement

Adapt the design to fit the modality – make sure that you have looked at the activities you want to conduct and decided how best to replicate that virtually.

Achieve Success with immersive layouts!

Having interactive virtual room layouts make your classes stand out.

[Worksheet: Build WINNING Adobe Connect layouts](#)



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You now know how to transform your classroom trainers. Reach a larger audience across the globe with our key steps to effectively move your trainings online!

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**Move Your Training
Online in 6 Steps**



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