

# 5 Ways to Make Virtual Training

as effective as

Face-to-Face

Share this  
eBook!



We've had years to perfect the physical classroom, but a new frontier has emerged. **Virtual training!**

Brought to you & crafted by:

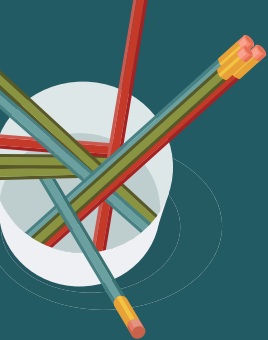


**MeetingOne**  
audio & web conferencing

Developed & written by:



**VirtualGurus**



# Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>The Five Steps for Effective Virtual Classes</b> .....	<b>5</b>
Interaction is key for audience engagement .....	5
Rethink how & where we support the learners to aquire knowledge .....	7
Leverage the platform tools .....	9
Provide the right level of supporting documents .....	12
Contingency Planning .....	14
<b>Summary</b> .....	<b>16</b>
<b>About Us</b> .....	<b>17</b>



# Introduction

How do we make **virtual training** every bit as effective as great **face-to-face training**, something many learning professionals are troubled by *every single day?*

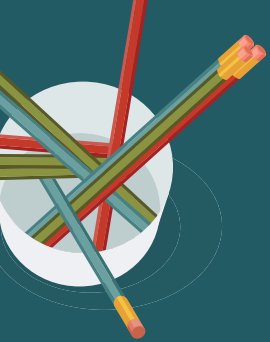


Many learners see virtual training as inferior to the face-to-face learning experience, yes it is different but it does not need to be inferior!

**Virtual training can actually be better, more interactive, and more engaging than face-to-face training can be!**

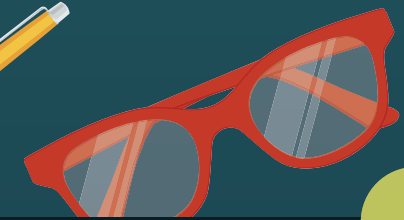
There are **5 steps** that we need to focus on to ensure that our **virtual training** events are every bit as effective as our **face-to-face** ones.

Not concentrating on these 5 steps means that your virtual training is unlikely to be as successful as it should be!



*Transform your virtual training...*

**Practice these 5 key steps to deliver a new level  
of success inside your virtual classroom.**



# The Five Steps for Effective Virtual Classes

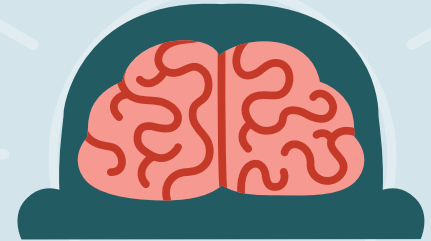
## Step 1

### Interaction is key for audience engagement

Often we hear of organizations that have selected a virtual platform to deliver training, such as Adobe Connect, and expect that their virtual training programs will be interactive because the platform supports interaction – It does not just happen; **we need to design the interaction.**



### Appeal to the human brain!



Learn the **6 key “Brain Rules”** that you can use to make your virtual training interactive and memorable!

[Get the infographic!](#)

### Why do we need the interaction?

Well, not only is interaction vital in keeping and maintaining your audience's attention and focus, but learners are also much more likely to have a beneficial learning experience if they are involved in the learning.

# The Five Steps for Effective Virtual Classes

In the virtual classroom, we should think of interaction taking place in 3 different ways:



## Between faculty & learner

The facilitator interacts verbally with the learner audience – asking questions, hearing past experiences, thoughts and opinions while directing the discussion for a focused and pointed topic.



## Between learners themselves

Ask learners to build upon the previous learners' comments, break into small group activities (as we do in face-to-face training) allowing learners to tackle a task, come back & present findings.



## Between learner & the platform

Whether we are using polling tools, asking learners to share thoughts in chat, annotate on whiteboards, etc. - there are many ways to promote interaction with platform tools.

If we pull all these different ways to interact together, that experience is going to be lively, interactive & engaging. It is less likely the learner will want or feel the need to multitask, and as a bonus they will **learn more** in the process!

Learn how to  
“Engage Learners with Adobe  
Connect’s Interactive Pods”!

Get the eBook!



# The Five Steps for Effective Virtual Classes

## Step 2

## Rethink how & where we support the learner to acquire knowledge

The face-to-face classroom provides us with more time to spend on presenting/lecturing, done correctly, our learners are a captive audience within the training room – **this method won't work virtually!**

*A lecture in the virtual classroom may not be the best use of everyone's time.*

**Consider:** does the learner gain anything more from receiving the lecture in the virtual classroom, than say gaining the same knowledge by watching a video or reading a PDF/Handout?

**If the answer is no, there is no gain, then why do it during the virtual classroom?**

# The Five Steps for Effective Virtual Classes

As experienced virtual trainers, we feel the acquiring of knowledge can sit **outside** the live event in most instances for many reasons:

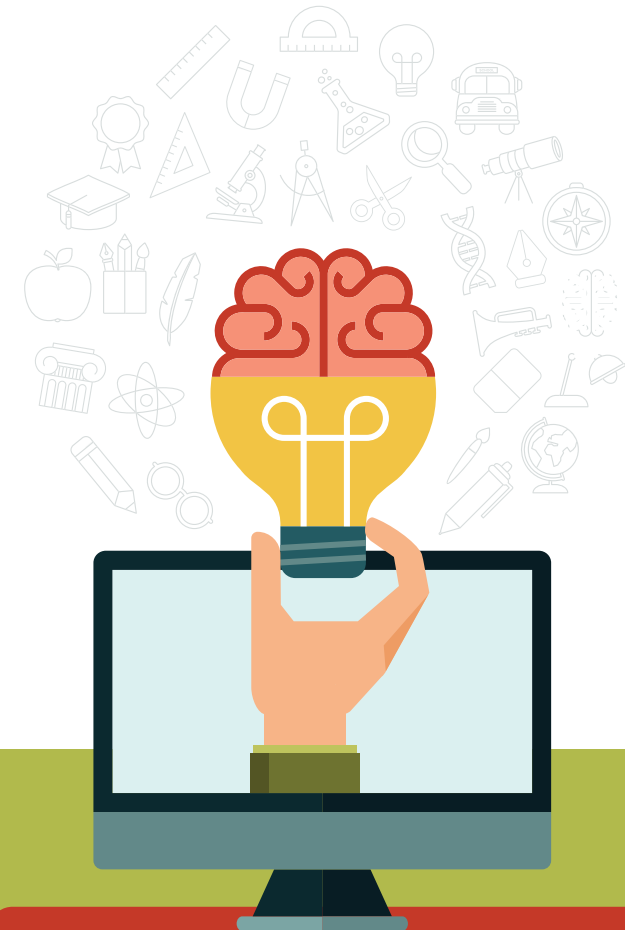


1 It does not add anything to the learner experience.

2 If the learner already has the knowledge they will likely multitask or tune out.

3 The virtual classroom time and attention spans are shorter as the audience is not captive.

This is where we can truly leverage the **flipped classroom** approach made famous by Jonathan Bergman – where we provide the knowledge outside of the actual classroom digitally, perhaps on an **LMS**, and bring the learners into the virtual classroom to process and apply the knowledge – **we turn the learning into a more experiential way of learning rather than a passive experience.**



**Learn more about Learning Management Systems (LMS)**



# The Five Steps for Effective Virtual Classes

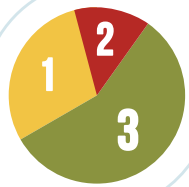
## Step 3

### Leverage the platform tools

How many times have you been in a virtual classroom session where it's been nothing more than someone pushing PowerPoint slides, lecturing and having discussions that requires you to speak on the phone line?

**It's a common occurrence!** Facilitators new to virtual classrooms often fail to leverage the entire toolset.

The toolsets within these virtual classroom technologies can provide a very rich way of interacting with your learners – remember **Step 1: Interaction discussed earlier!**



# The Five Steps for Effective Virtual Classes

Almost everything we can do in a classroom we can do virtually!



*The platform itself replaces your projector*

Instead of beaming the slides onto a white screen at the front of the physical classroom you are able to project your slides right onto the learners desktop, laptop, tablet or smartphone.

*Your flipchart becomes the whiteboard & annotation tools*

In fact the virtual toolset goes one step further in allowing you to annotate on your slides – highlighting key information spontaneously live in the session.

**Re-Imagine  
the virtual classroom!**

Learn to use all the tools available virtually to have all the physical classroom comforts digitally!

**Read the blog post!**



# The Five Steps for Effective Virtual Classes

## Breakout rooms support small group work

That classic activity where we ask the larger group to break into sub-groups and go off to the corner of the training room or syndicate rooms can be replicated with the breakout room functionality – learners can be assigned to **separate rooms** as groups where their audio and visuals follows them – there they can communicate and collaborate with their assigned fellow learners to tackle a specific question, conduct an activity or discussion then come back and report back to the main group.



When they report back you can even allow them to **share their screens** and present their small groups findings/discussion!

Never used breakout rooms  
before? **Learn how!**

[Read the blog post!](#)

# The Five Steps for Effective Virtual Classes

## Step 4

## Provide the right level of supporting documents

When conducting training in the traditional face-to-face classroom we often create **participant guides** or **learning journals** (creating a way for learners to follow along with the training & capture their notes) BUT why do we so often neglect to provide the same level of support when delivering virtual classroom training?



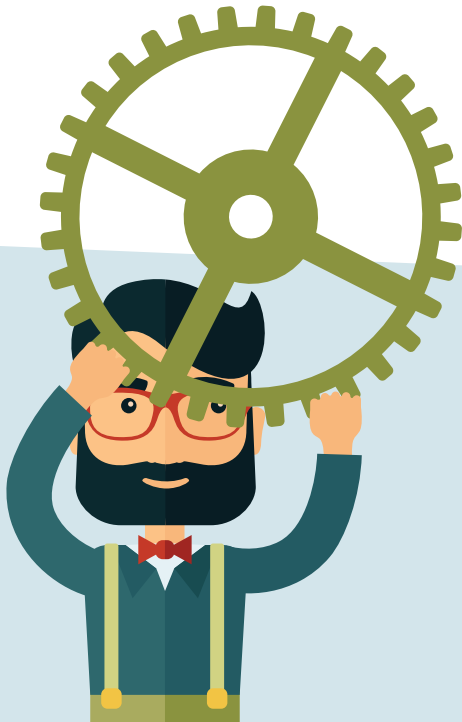
Just because our learners are not physically with us does not mean we have to short change them in their learning!

Create participant guides and materials digitally that can be sent out to the learners **ahead of time** or via the **file share pod** at the start of your session to allow learners a digital version to follow along with and take notes.

# The Five Steps for Effective Virtual Classes

**Supporting documents are also very much needed for the effective delivery of the virtual classroom training session.**

Documents that allow the facilitator and virtual classroom producer to understand the choreography they need to perform to deliver a very engaging and interactive learning experience.



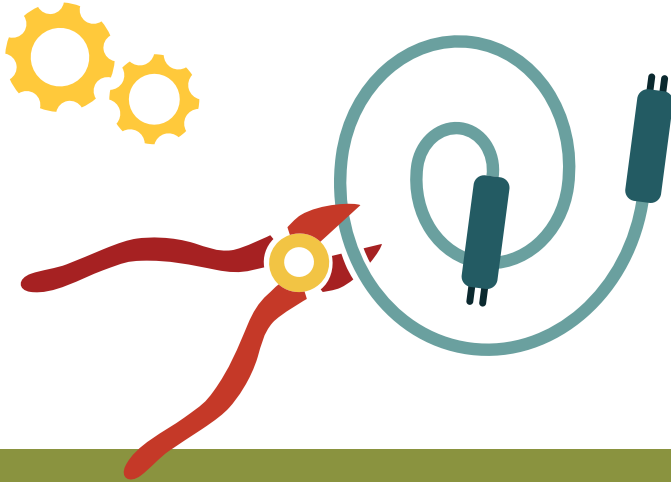
The *'delivery team'* needs to be able to deliver the virtual classroom as it was designed – so as instructional designers we need to provide the correct level of detail so that they can run the activities and discussion as we designed them.

# The Five Steps for Effective Virtual Classes

## Step 5

## Contingency Planning

Murphy's Law tells us that if something is going to go wrong, it will...

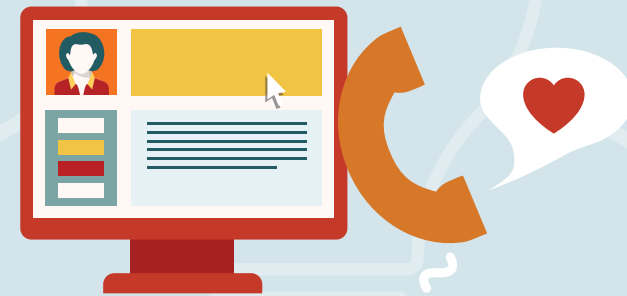


We have all experienced the **technical challenges** at one point or another as something happens with our audio or visual experience which may be as a result of many different factors.

It may be the facilitator, or the learners that experience technical challenges – At Virtual Gurus and MeetingOne every virtual classroom session or webinar is supported with a **facilitator** – someone who knows the technical aspects of the platform, and who can provide immediate troubleshooting support to anyone in the virtual session.

**Don't forget to back-up your audio!**

Never put your eggs in one basket and count on VoIP solely to broadcast your audio - Integrate your audio line to give participants & hosts the clarity and reliability of a phone with **AudioOne!**



**Try integrated audio!**

# The Five Steps for Effective Virtual Classes

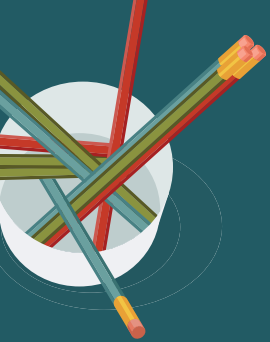
**Of course there really shouldn't be any surprises in what technical challenges arise** – Thankfully it's seldom the platform that is at fault. Usually challenges can be categorized as visual and often it's a result of poor bandwidth, the most obvious culprit of using a Wi-Fi connection rather than the recommended hard-wired and more reliable Ethernet.



Be comfortable knowing that in 8 years of delivering virtual classroom sessions we've had only a handful of cancellations and that was **despite power outages, screen freezes and laptop resets!**

We should recognize these challenges are possible but know how to respond to them. As my grandfather used to say, *"It's okay to make the mistake, but learn from it!"* - so next time you face a technical challenge, document how you managed to rectify it and plan how you will do that next time around.





# Summary

**Ready to knock your next virtual training out of the park?  
Be sure to practice and implement the tips from these 5 key steps  
as you design your next training! Your learners will thank you.**





Share this eBook!



**MeetingOne**  
audio & web conferencing

Recieve even more **FREE** helpful resources from MeetingOne's Blog!

Subscribe to our blog!

These methods have been practiced and perfected over the years by Virtual Gurus, a company set on making the best virtual classroom possible.



Learn more from the experts at Virtual Gurus!

Learn More

**You now know the power of virtual training.** Reach a larger audience across the globe with our key steps to effectively move your trainings online!

Download the eBook:  
**Move Your Training Online in 6 Steps**



*Thank you from MeetingOne!*

MeetingOne is a worldwide, custom tailored solution conferencing provider. From small collaboration to eLearning & large-scale webinars, we have you covered!

Visit us online!

Download more eBooks!