

**Worksheet 5-1: The Extra Prepared Virtual Trainer Checklist**

Place a checkmark next to the items that are completely true for you. Then add up the number of checks in each section, totaling all checks for a final score. You will find the scoring key at the end.

**Virtual Classroom Software**

|  |  |
|--|--|
|  | I know the full extent of the virtual classroom software’s capabilities.   |
|  | When logged in as the host, I know what every button and every menu command does.  |
|  | When logged in as the presenter, I know what every button and every menu command does.   |
|  | When logged in as a participant, I know what every button and every menu command does.   |
|  | I am aware of all unique features of the virtual classroom software (for example, how many breakout groups can be used at one time). |
|  | I know what file types are supported by the virtual classroom software’s file sharing feature.                                       |
|  | I have tested every feature and activity that we will be using in the virtual classroom during my training event.                    |
|  | <b>Subtotal</b>  |

**Internet**

|  |  |
|--|--|
|  | I have a solid high-speed Internet connection in the location where I will be delivering virtual training.                       |
|  | I have a back-up Internet connection available in the location where I will be delivering virtual training.                      |
|  | I have a second back-up Internet connection available in the location where I will be delivering virtual training.               |
|  | I have an alternate location that has a solid high-speed Internet connection that I can quickly get to at the last minute.       |
|  | I have a second alternate location that has a solid high-speed Internet connection that I can quickly get to at the last minute. |
|  | <b>Subtotal</b>  |

**Computer**

|  |   |
|--|---|
|  | I have a reliable computer or laptop that I will use to deliver virtual training.   |
|  | I have a second reliable computer or laptop that I will use as a “sidekick” when delivering virtual training.                             |
|  | I have another back-up reliable computer or laptop that I can use as my main or sidekick computer to deliver virtual training.            |
|  | I have one more back-up reliable computer or laptop that I can use as my main or sidekick computer to deliver virtual training.           |
|  | All software, drivers, and plug-ins necessary to deliver virtual training are fully installed on all of my primary and back-up computers. |
|  | All of my back-up computers are powered on and ready to go prior to the start time of my virtual training event.                          |
|  | All of my back-up computers are fully charged and can run from battery power if needed.   |
|  | <b>Subtotal</b>   |

**Telephony**

|  |   |
|--|---|
|  | I have reliable telephone service that I will use when delivering virtual training.   |
|  | I have a back-up telephone connection that can be used if needed (i.e., my main telephone is a landline and my back-up telephone is a cell phone).  |
|  | I have a second back-up telephone connection that can be used if needed (i.e., my main telephone is a landline, my back-up telephone is a cell phone, and my second backup uses a different cell service provider). |
|  | I have a compatible hands-free headset to use with my telephone.  |
|  | I have a back-up compatible hands-free headset to use with my telephone.  |
|  | I have additional compatible hands-free headset to use with each back-up telephone.   |
|  | My telephone, and all accessories I use, have a clear sound connection (i.e., I can be clearly heard at all times when speaking).   |
|  | All back-up telephones and accessories have a clear sound connection (i.e., I can be clearly heard at all times when speaking).   |
|  | My primary telephone handset is fully charged prior to the start of the virtual training event.   |
|  | All of my back-up telephones are fully charged prior to the start of the virtual training event.  |
|  | <b>Subtotal</b>   |

**Training Files**

|  |  |
|--|--|
|  | I have a printed copy of every training file associated with the virtual training event (facilitator guide, participant workbook, saved poll questions, and so on).  |
|  | I have a second printed copy of every training file associated with the virtual training event.  |
|  | I have a third printed copy of every training file associated with the virtual training event.   |
|  | I have an electronic copy of every training file associated with the virtual training event that can be easily accessed on my computer's hard drive.   |
|  | I have an electronic copy of every training file associated with the virtual training event that can be easily accessed on every <i>back-up</i> computer's hard drive.   |
|  | I have an electronic copy of every training file associated with the virtual training event that can be easily accessed on a portable drive (such as a USB drive or portable hard drive).                      |
|  | I have an electronic copy of every training file associated with the virtual training event that can be easily accessed from any computer with an Internet connection (i.e., stored on an accessible website). |
|  | <b>Subtotal</b>  |

**Training Event**

|  |   |
|--|---|
|  | I have all web links for my virtual training event, including host, presenter, and participant links if they are different.                     |
|  | I have all event passcodes, including host, presenter, and participant codes if they are different.   |
|  | I have all teleconference details, including moderator and participant codes.   |
|  | I know all of the teleconference commands for moderators (for example, *21 to activate breakout groups).  |
|  | I know all of the teleconference participant commands (for example, *6 to mute and *7 to unmute an individual telephone line).                  |
|  | I have all logistical details, including web links, passcodes, and teleconference information, printed out prior to the virtual training event. |
|  | <b>Subtotal</b>   |

**Facilitator Support**

|  |   |
|--|---|
|  | I have a producer who will assist with all technical details of the virtual training event.   |
|  | I have a back-up producer who could fill in for the producer if needed.   |
|  | I have a second back-up producer who could fill in if needed.   |
|  | I have another facilitator or trainer who could fill in for me at the last minute if needed.  |
|  | I have a second back-up facilitator or trainer who could fill in for me at the last minute if needed.   |
|  | I have a technology specialist available to assist participants behind the scenes.  |
|  | I have operator support for the teleconferencing service (if used).   |
|  | A technical support person who is knowledgeable of the virtual classroom software and teleconference service is on-site and available at every location from which participants will be dialing in. |
|  | <b>Subtotal</b>   |

And . . . since this is an “extra prepared” checklist, here’s a bonus section.

**Participants**

|  |   |
|--|---|
|  | I know the participants’ full names and job positions prior to the virtual training event.                    |
|  | I know the length of time each participant has been with his or her organization.                             |
|  | I know the length of time each participant has been in his or her current role.                               |
|  | I know the biggest challenge(s) the participants have related to the training topic.                          |
|  | I know the “burning questions” that participants will have related to the training topic.                     |
|  | I know whether or not each participant has talked with his or her direct supervisor about the training topic. |
|  | I know whether or not participants will be held accountable for the new learning.                             |
|  | I have personally spoken to each participant about the training event.  |
|  | I have verified that each participant has completed all prerequisite courses for the training topic.          |
|  | I have verified that each participant has completed all pre-work for the training event.                      |
|  | <b>Subtotal</b>   |
|  | <b>Grand Total</b>  |

**Scoring Key**

|       |  |
|-------|--|
| 60    | Fantastic! Enter your name on the Extra Prepared Trainer All-Star List!  |
| 50–59 | Excellent! Very well done. Consider helping other trainers learn from your preparation efforts.  |
| 40–49 | Congratulations! You are extra-prepared to deliver virtual training.   |
| 30–39 | You are prepared, but have room for improvement. Select a few areas where you can improve your preparation.  |
| 20–29 | You are on the verge of preparation. Identify the next five items you can add to your virtual delivery preparation.  |
| 10–19 | You have started to prepare and have an opportunity to improve. Select 10 items from this checklist that are most important for you, and make an effort to add those to your list. |
| 0–9   | Ask an experienced virtual trainer for assistance in getting started.  |