

Ready to Use Activities for Virtual Training

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Setting the Stage for Virtual Training Interaction

My definition of virtual training:

A highly-interactive, online, synchronous facilitator-led class, with defined learning objectives, with participants who are connected individually from geographically dispersed locations, and uses a web-based classroom platform.

About Participants

- ☐ Participants are easily distracted by their surroundings.
- ☐ Participants think they can multi-task, yet learning requires focus.
- ☐ Participants learn best when they are engaged in their own learning!

Participants should frequently interact/engage in the content, at least every ____ minutes

Setting Expectations

The key to interaction and engagement is to set expectations:

- o Before the event begins, via registration, marketing and communication.
- o Upon participant login, via greeting and immediate engagement.
- o At the start of the session, with an initial activity that engages everyone.

Then, keep it interesting, keep it moving, and keep it relevant.

Common Virtual Classroom Tools:

- ☐ Whiteboards
- ☐ Drawing Tools
- ☐ Shared Documents
- ☐ Chat
- ☐ Polling
- ☐ Media Playback
- ☐ Document sharing
- ☐ Raise Hand
- ☐ Status Indicators
- ☐ Note taking
- ☐ Webcams
- ☐ File Transfer
- ☐ Desktop Sharing
- ☐ Breakout Rooms

Creating Virtual Training Activities

Two Key Activity Ingredients

Effective virtual training uses all of the platform tools available, as well as two key activity ingredients

- a. Use the full range of tools
- b. Apply your creativity

Tips for Converting Activities

Ask yourself the following three questions when converting classroom activities to virtual ones:

- o What's the learning objective?
- o What's the best way for them to learn it?
- o Which platform tools could be used?

Activity Descriptions

For detailed descriptions of the activities reviewed in session, see the white paper, *Ready to Use Activities for Virtual Training*, available on Cindy's website:
www.cindyhuggett.com/activities

Activity Ideas:

- ☐ Word Cloud Answers
- ☐ Finish this Sentence
- ☐ Pair Chat Discussion
- ☐ Polling for Points
- ☐ Finish First
- ☐ Media Playback
- ☐ Voting Preferences
- ☐ Quote Quibbles
- ☐ What's the Scene?
- ☐ Red Light, Yellow Light, Green Light

Your Action Plan for Success

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Cindy Huggett, CPLP, is an independent consultant, professional speaker, instructional designer, classroom facilitator and author who helps organizations design, deliver and use virtual training solutions. She's the author of three books on virtual training: *Virtual Training Tools & Templates: An Action Guide to Live Online Learning*, *The Virtual Training Guidebook: How to Design, Deliver, and Implement Live Online Learning* and *Virtual Training Basics*. Cindy is also a past member of the ATD National Board of Directors and was one of the first to earn the Certified Professional in Learning and Performance (CPLP) designation.

You can find Cindy sharing training tips on Twitter as @cindyhugg or find resources on her website (www.cindyhuggett.com).

