

DESIGN INTERACTIVE VIRTUAL TRAINING:

5 KEYS TO LIVE ONLINE CLASSROOM SUCCESS

Cindy Huggett, CPLP (@cindyhugg)

www.cindyhuggett.com

Setting the Stage

SUCCESSFUL VIRTUAL TRAINING NEEDS

Interactive Design
AND
Effective Delivery

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, that uses a web-based virtual classroom platform.

FOUR TYPES OF LIVE ONLINE EVENTS:

- Meetings: Collaboration and Action Items. Uses a meeting platform like Skype or WebEx Meeting Center.
- Presentations (Webcasts): Speaker presenting info to a large audience. Like a newscast with 1-way talking.
- Seminars (Webinars): Varies in interactivity and group size, may or may not be interactive.
- Virtual Training Classes: Learner-centered experience with learning objectives. Typically a small audience.

Notes

CREATING INTERACTIVE VIRTUAL TRAINING:

5 TECHNIQUES FOR ENGAGING DESIGN



1

DETERMINE WHAT & WHO

Decide in advance which type of live online event you plan to have. Will it be a presentation or training? Consider your target audience and what they'll be expected to do afterwards. Educate everyone in advance.



2

CREATE INTERACTIVE OPENINGS

Learners typically stay in their own workspace for virtual training events. Therefore they are easily distracted. Capture immediate attention and engagement by designing interaction from the start.



3

DESIGN FOR ENGAGEMENT

Learners should frequently interact/engage in the content, at least every ____ minutes. Effective virtual trainers use all of the platform tools available to them in creative ways.



4

CREATE SOCIAL INTERACTIONS

Remote learners feel isolated and alone, and therefore more likely to multi-task or disengage. Therefore, make extra effort to connect learners to each other through social activities. Promote networking.



5

MAKE THE TECH SEAMLESS

Remember, it's ultimately about the learning, not about the technology. Prepare in advance, test everything, and make learners feel comfortable by teaching tools in the moment.

ACTIVITY IDEAS FOR VIRTUAL CLASSES



1

SENTENCE STARTERS

Post a list of “sentence starter” phrases on screen and ask participants to finish each statement. Get creative and have fun with these statements. Can be used as an icebreaker, an energizer, or even a summary activity.



2

PRIVATE PAIR DISCUSSION

When you want participants to discuss a topic, turn on private chat and assign them into pairs. Invite partners to find each other in private chat, raise their hand to indicate they are ready, then share the discussion question. Allow 2 minutes for private chat, then debrief the activity.



3

RED LIGHT - GREEN LIGHT

To help participants apply their learning, have them create a action plan. Then, go a step further on a whiteboard... in its “red light” area, list what could “stop” them, and in the “green light” area, how to overcome those.



4

SMALL GROUP SCENARIOS

Share a scenario on screen. Ask participants to work together on solutions. Either use breakout groups or a simple whiteboard with dividing lines. Encourage networking, brainstorming and learning.



5

POLLING FOR POINTS

Use a series of poll questions throughout the entire virtual training class. Each question has a point value. Invite participants to keep track of their own points and award “virtual prizes” at the end for most points. (Fun for team competitions, too!)

Your Action Plan for Success:

ABOUT CINDY HUGGETT, CPLP

Cindy Huggett, CPLP, is an independent consultant, professional speaker, instructional designer, classroom facilitator and author who specializes in virtual training. With over twenty-five years of experience, Cindy has successfully designed curriculums, facilitated classes, and led training rollouts in almost every industry and every size organization. She helps organizations and training professionals move to the virtual classroom.

Cindy is the author of three books on virtual training: *Virtual Training Tools and 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 on her website (www.cindyhuggett.com).

