

# DESIGNING VIRTUAL TRAINING

## FOR GLOBAL AUDIENCES

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### Three Design Basics for Virtual Training

#### DETERMINE WHAT YOU ARE DESIGNING FOR

Confirm your definition of virtual training, and ensure all are on the same page

#### USE BEST PRACTICES FOR VIRTUAL CLASS DESIGN

Engage learners often by inviting them to interact and engage with the tools and the content.

#### CREATE SOCIAL CONNECTIONS

Connect learners to each other as often as possible, creating opportunities for dialogue and discussion

#### WHAT IS VIRTUAL TRAINING?

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

### Four Considerations for Global Audiences

- 1 Cultural Differences.** Its important to create and maintain a comfortable environment for all. Therefore, strive for neutrality and inclusion.
- 2 Language Barriers.** Use clear and concise language, avoiding jargon and slang. Allow for extra time during activities, and share materials in advance.
- 3 Expectations about Learning.** Recognize different perceptions about training classes. Set expectations from first contact, establish ground rules, and provide flexible learning options.
- 4 Technology Issues.** Factor in a variety of devices, and varying internet bandwidth speeds..

#### ABOUT CINDY HUGGETT, CPLP

Cindy is the author of four 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 (1st & 2nd editions)*.

She helps trainers, designers, and organizations move to the virtual classroom.

### Notes

**FOR MORE RESOURCES ON THIS TOPIC, VISIT:**

[cindyhuggett.com/design](http://cindyhuggett.com/design)