CREATE ENGAGING VIRTUAL TRAINING
ATD TECHKNOWLEDGE BONUS HANDOUT

Three Types of Online Events

MEETINGS / VIDEO CONFERENCES

Used for collaboration, decision making, status updates, and action items. May or may not use video.

WEBCASTS / WEBINARS

One-way presentations from a speaker (or panel of speakers) who shares information with an audience

VIRTUAL TRAINING / CLASSES

Facilitated learning events for skill-building and/or on-the-job behavior change. Run in small groups.

EFFECTIVE VIRTUAL FACILITATORS...

- Are technology savvy (& willing to learn)
- Able to multi-task effectively
- Can engage an remote audience
- Make learners feel comfortable with the technology and the virtual environment
- Set expectations in advance
- Use headsets for verbal communication
- Partner with producers and/or co-facilitators

Four Simple Ways to Engage a Remote Audience

1 **Set participants up for success.** Set expectations in advance,.and help them know how to successfully connect from their desk or other space.

2 **Start Early, with a soft opening.** Have on-screen activities ready for learners upon login. Greet attendees and immediately invite them to interact..

3 **Create a social experience.** There's a reason you are meeting together in a virtual event. Choose activities that lets the audience frequently interact with each other. Encourage dialogue and discussion.

4 **Seek and sustain engagement.** Maintain an appropriate yet quick pace in the online classroom. Keep learners involved and engaged in activities that lead toward your learning outcomes.

NOTES

ABOUT CINDY HUGGETT:

Cindy is the author of four books on virtual training, She helps trainers, designers, and organizations move to the virtual classroom. She offers workshops and consulting expertise.

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