CONVERT CLASSROOM ACTIVITIES TO ENGAGING VIRTUAL ACTIVITIES

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Three Steps to Convert Classroom Training

BEGIN WITH THE LEARNING OBJECTIVES

Review the learning objectives to determine learning outcomes & results.

SELECT THE BEST ACTIVITY FOR EACH

Remember adult learning principles when moving classes online.

USE THE TOOLS FOR MAXIMUM ENGAGEMENT

Use all of the tools and features available to create an engaging program..

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.

Three Common Mistakes to Avoid

1 **Converting interactive in-person classes to lecture-style online presentations.** Intentionally define what type of virtual program you will create. Is it an online meeting? A webcast presentation? A seminar? Or a training class? Make sure everyone is on the same page. Avoid mismatched session types by setting clear expectations.

2 **Forgetting basic adult learning principles.** Just because you can put hundreds of participants in an online classroom doesn't mean you should. Remembering what works (and what doesn't) in the traditional classroom will go a long way to helping you design effective virtual classes.

3 **Attempting to transfer everything equally.** Eight hour in-person classes don't translate minute-for-minute into an eight hour virtual class. Usually, virtual programs are broken down into small chunks of time and content and then sequenced into an appropriate learning pattern.

Notes

THREE TYPES OF VIRTUAL (LIVE ONLINE) SESSIONS:

- Meetings (Video Conferences)
- Presentations (Webcasts)
- Training Classes

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Practical Tips for Designing Interactive Classes

Your success with virtual training will depend upon well-designed classes. A design that engages participants, creates a comfortable space for learning, and helps them apply a new skill. Good design is more than just posting slides online and clicking through them while someone talks. It's about creating a high-quality learning experience:

☐ Create a great opening

☐ Invite interaction on average every 4 minutes (or more!)

☐ Use all of the available platform tools

☐ Create frequent dialogue opportunities for learners

☐ Create facilitator, producer, and participant materials

FOUR ACTIVITY SELECTION FACTORS:

• Learning Objectives

• Technology Features

• Available Resources

• Participants

Bonus Content: Tips to Prepare Participants

Virtual training is a new way to learn for most participants! Instead of going to a classroom to connect with a trainer and other attendees, participants now stay at their desk to learn new skills. This change in learning methodology creates new challenges, and requires new solutions. Set them up for success with the following tips:

☐ Help them create an appropriate learning environment

☐ Provide the right technology so they can participate

☐ Hold a kickoff session to establish expectations

☐ Conduct technology checks to ensure a seamless experience

☐ Involve their managers to eduate them on virtual training

ABOUT CINDY HUGGETT, CPLP:

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*.

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

Contact her today: **www.cindyhuggett.com**

Notes & Action Items: