Virtual Training
Implementation Checklist

9 Ways to ENHANCE Learning

Timing and spacing support learning

☑ **Deliver trainings in the morning to maximize learning**

☑ **Use reflection and check-in breaks to anchor key points:**
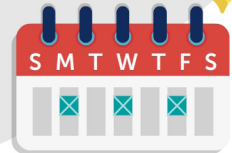
"Reflect on what we just learned and we will discuss together upon return."

"How might you be able to apply this new knowledge on the job?"

Learning Takes Time
Design learning that is cumulative over several days versus one full-day event.

Design for the virtual learner
translate content to be suitable for an online audience:

☑ **Clearly state learning objectives up front**

☑ **Decide which tasks need a facilitator**
and which can be pre- or post-class activities

☑ **Create a pattern that is repeated throughout the session**

▶ "introduce it, practice it, apply it"

Connect
Design activities that embrace human connection, belonging, and the experience of being seen, heard, and understood.

Tips for Trainers

☑ **Ask everyone to turn on their camera**
if they can, and to use gallery view so all can be seen

☑ **Ask more questions**
than you would in a face-to-face class

☑ **Engage learners with interactive tools**
start with icebreaker activities using the features of the virtual platform
▶ polls
breakout rooms
waterfall chat Q + A

☑ **Balance opportunities**
for participation
▶ individual
small group
large group

Allow Space
Allow space for silence while participants are responding to questions and prompts to help them think effectively.

Source: Research Summary: Best Practices for Virtual Training (July 2020)