

## Deciding Right Virtual Training “Top Tips”

Virtual training is so much more than uploading resources onto a screen and talking it through. Not only do virtual trainers need to understand all of the course content, but they also need to be able to deliver it in an engaging way using technology.

Training delivered through a screen requires the trainer to bring an extra measure of enthusiasm and ability to connect virtually.

### Preparation:

- Familiarise yourself to the training resources well before training begins.
- Get help if you're using a new platform that you are not familiar with – such as MS TEAMS
- Practice and have a list of “how-to's” for the most common issues you may run into.
- Fine-tune the material you are using to a fit for purpose for virtual format – some slides may be prioritised over others.
- Send Virtual Training invite to all participants in good time with some instruction and expectations for being prepared with essential equipment and time of the session ;i.e a session starting at 9.30am, participants need to join the training 15mins before and register their name into the chat function.

### Delivery:

- Test out a session (without students) to get a good idea of the flow, rate, and pace of your planned activities and to troubleshoot any issues you encounter.
- Introductions and ground rules are a helpful start to the session, these can be displayed onto a slide or explained by the facilitator: e.g mute microphones unless invited to speak and keep cameras on.
- Factor into the session a 10 minute break and keep to time throughout.
- Start the session with something that will add impact and foster interest – a group question and answer poll can be useful or short video to capture the essence of the topic i.e Dying matters video “ I didn't want that” BBC ideas videos: “Does everyone need an end of life plan?”

- When using videos- remember to share audio in settings to ensure the group will hear the audio supporting the video.
- Plan to use interactivity where possible – e.g invite participants by name to answer questions or invite participants to complete an activity and use the chat function to provide answers and responses.
- Regularly ask open-ended questions to check for understanding and application.
- As much as possible, keep your camera turned on instead of just sharing your screen and reading what's there.
- Only meeting organisers on Teams can create and manage breakout rooms. If an administrator has set up the TEAMS meeting this function will not be available to you as a facilitator.

**Ask for feedback:**

- Asking for feedback and evaluation after each session is crucial to make sure your training is effective.
- Use a survey to gather anonymous feedback e.g Google Forms or Microsoft Forms