Converting Classroom Training from In-Person to Online

Strategies for Effective Delivery
In-person vs Virtual Instruction

- Technology is the driver
- Engaged learners are essential
- Multitasking by facilitator required

Key Roles for Facilitator

- Engagement
- Sustained Participation
- Critical Thinking
- Participant Interaction
Engagement

- Active dialogue throughout the learning experience
- Varied instructional strategies
- Learners are able to apply the concepts to real world

Encourage participation

- Recognize and encourage diverse perspectives
- Encourage respectful communication
- Positively personally respond to each learners first chat or annotation

Critical Thinking

- Connect theory to practice
- Provide time for group processing
- Encourage learners to engage with materials at a deeper level
Participant Interaction

- Student-to-Content
- Facilitator-to-Student
- Student-to-Student

Virtual Training Tips

- Keep the background clean.
- Eliminate unsightly wires, empty chairs, trash cans, etc.
- Avoid glares such as reflections of lighting off a white background.
- Mute audio when not talking.
- Keep in mind the microphone is very sensitive and any noises made can be amplified.
- Follow the rule of thirds. The eyes of the speaker should appear in the top third of a shot.
- Head and shoulder shots of a speaker are best.
- Encourage speakers to look into the camera.
- If using videos cue them before the start of the session.
- If recording, inform the participants that they are being recorded.
Tips for Presenters and Participants

**Clothing**

- Neutral and pastel clothing colors are best
- Avoid intense colors such as red
- Do not wear plaids and strips
- White may cause audio noise

**Voice**

- Speak naturally, in a clear, strong voice
- Speak slowly emphasizing words
- Use voice inflection to get points across

**Movement**

- Remain as still as possible
- Keep gestures to a minimum
- Avoid distracting movement such as tapping a pencil or turning a chair back and forth

**Lecturing**

- Lecture no more than 5 minutes. Less is better
- Mix interactivity into the presentation

**Video Segments**

- Keep video short and to the point

**Etiquette**

- Use the same polite procedures that you use in person
- Begin and end on time
- Smile both on and off
Tips for Presentation Materials

- Keep words large enough for people to see -- Use 36 point font or larger
- Keep to a landscaped format
- Keep pictures simple and relevant
- 6 x 6 Rule -- No more than 6 words per line and six bullets per slide
- Use dark letters against a light background or light letters against a dark background
- Every bullet is followed by a capital letter
- Do not use all caps
- Check for spelling errors
- Use one transition for all slides