

Irresistible Virtual Training!



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Workshop description

Learning online is now commonplace. Unfortunately, engaging attendees to participate, to come on camera, and to unmute can be like “herding cats,” as the saying goes. Establishing a comfortable, safe, and technically sound online learning environment is essential. Meaningful and relevant activities are the secret. Like tasty treats and fresh catnip, attendees will be unable to resist actively participating in your virtual training when you use these learning activities and a “never fail” debrief strategy to involve them! Invite participants to take charge of their learning and experience virtual training like they’ve never seen before.

Walk away with:

- 3 ready to use virtual learning activity examples
- 1 “never fail” debrief strategy to reflect on, validate, and encourage learning
- 1 job aide to assist you to make your own virtual learning activities



Webinar versus Live Virtual Classroom Training

WEBINAR

30-45 minutes

- “Knowledge based” learning objectives
- Larger number of attendees
- Interactive

LIVE VIRTUAL CLASSROOM TRAINING

1-3 hours, breaks needed

- “Skills based” learning objectives
- Smaller number of participants
- Interactive AND collaborative



Your virtual classroom version does not need to be
an exact copy of the in-person training.

IT NEEDS TO BE ALIGNED WITH THE OBJECTIVES.

What to do about it? Use this design process:



1. Identify the goal & objectives
What needs to be accomplished & what does that look like?
2. Determine what's social
Which objectives are best completed with other people?
3. Map the interactions to the features
Which features of your live online platform allow those interactions?

 [in/kassylaborie](https://www.linkedin.com/company/kassylaborie)

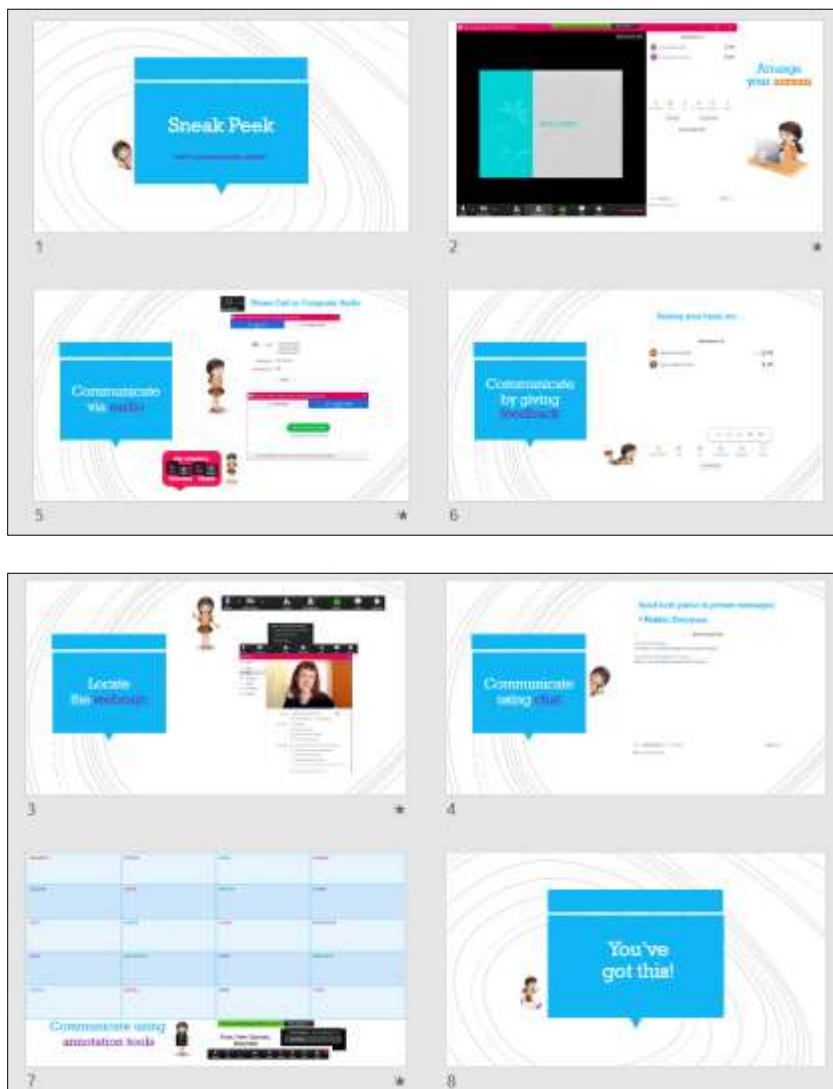
Notes:

Activity Designs for Virtual Training

Prepare participants/warm up: The Learning Launch

Activity Instructions:

- Begin the session with this Sneak Peek to prepare participants to use the tools of the platform to communicate and learn online and set the stage for participation
- Use activities/questions connected to the content while teaching them to use Audio, Chat, Whiteboard, and Webcams
- Check and troubleshoot technology



Recipe:

Objective: Practice using the platform features while connecting to the session content and one another.

Social: Participants are speaking and getting to know the facilitator and other participants right from the start. They realize that their active contribution matters!

Features: Use them all, based on the program you have and the features that you will need them to use during the program. This example uses 8 slides and Audio, Feedback, Webcam, Chat and Whiteboard/Annotation tools.

Opener: The Virtual Ball Game

Activity Instructions:

- Place participant images on a slide and add a question connected to the content of the program.
- Ask a participant to begin by circling them and answering the question. They then throw the ball to the next person by using annotation tools to circle the person they choose next.



Recipe:

Objective: People get connected to the purpose of the session and to one another while using the tools of the platform and sharing about themselves and the work they do or have done.

Social: Start the conversation among participants while establishing an interactive environment.

Features: Slide, Annotation tools, Chat, Audio, Webcam.

Image Connect

Activity Instructions:

- Arrange 9-12 images on a slide and add numbers next to them for use with larger audiences.
- Ask participants to select the image that best describes them in their role or in their personal life. Use pointers/annotation tools with less than 20 participants, use numbers in chat if more.
- Call on participants to share, as time permits. Ask them to explain why or how, etc. Note connections and commonalities.



Recipe:

Objective: Create a safe learning environment by allowing people to share and connect through stories.

Social: Think creatively together and learn how others think, relate, and differ.

Features: Slide, Whiteboard tools, Webcam, Chat, Audio.

Quote Connect

Activity Instructions:

- Place participants in breakout teams of 3-5.
- Email (or put into a handout) a slide with quotes on the topic of change.
- Ask team member to discuss which quote they are drawn to and why.
- Give teams about 10 minutes, depending on the size of the teams. Debrief by asking people to share results, reactions, insights. Comment and relate it to the purpose of the training program/company strategy or initiative, etc.

Small Group Discussion:
Topic → Change

- 1 When in doubt, choose change.
- Lily Leung
- 2 When the winds of change blow, some people build walls and others build windmills.
- Chinese proverb
- 3 If you think you can't, you're right.
- Carol Bartz
- 4 If the rate of change inside an organization is less than the rate of change outside the end is in sight.
- Jack Welch
- 5 Deciding on or announcing a change is not the same as implementing the change.
- Unknown
- 6 If you don't like change, you're going to like irrelevance even less.
- General Shinseki

Recipe:

Objective: Analyze one's beliefs, biases, reactions, or opinions about a specified topic, in this case "change."

Social: Discuss together to learn about oneself and other team members and how this affects leadership styles.

Features: Slide share, Breakouts, Audio.

Notes about the design or the experience of the activity:

Scavenger Hunt

Activity Instructions:

1. Go to the link posted in the chat to search and locate the answers.
2. Write them down here.
3. Got it? Raise your hand.
4. Get ready to prove it!



Question	Answer
Look on the screen for the questions!	

Recipe:

Objective: Explore a website and learn how to navigate it for answers.

Social: Compete with others to create energy.

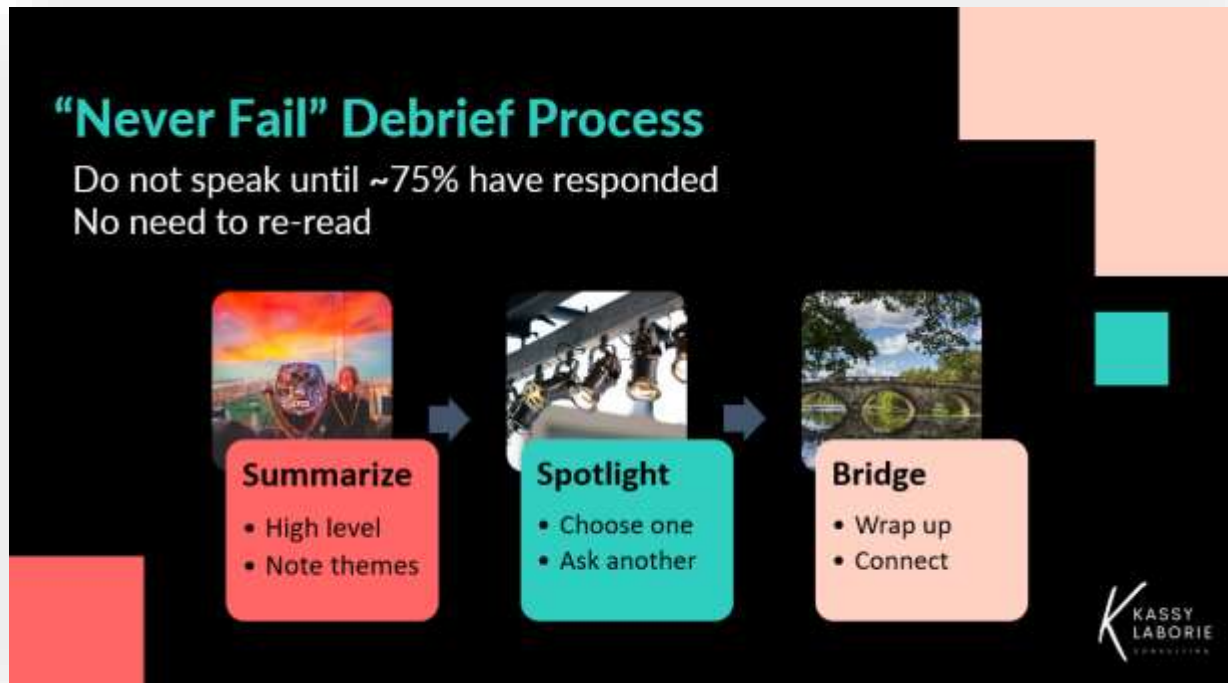
Features: Slide, Website share, Feedback (Raise Hand), Audio.

Notes about the design or the experience of the activity:

“Never Fail” Debrief Process

Never fail to respond to the questions asked, the activities facilitated, or the discussions occurring. This process helps facilitators LISTEN to the participants, encouraging their participation and honoring their contributions. Connect their experiences to the learning objectives using a proper debrief.

This one hasn't failed me yet!



Notes:

Closer: Learning Impact

Activity Instructions: Action, Impact

- Create a slide with a table like below and using annotation tools, allow participants time to reflect.
- Debrief asking them to share.



	NAME	LEARNED?	IMPACT?
What have you learned?	Raghu	Create content that draws the participants	Helps engagement and learning
	Bill	Lot's of great new ideas	Continuous Improvement
	Paul	I can do this	I will do this
What will be the impact?	Carol	I learned the most from being a participant, evaluating how things	I can do this! Many of the classes I teach will work this way
	celeste	practice, get feedback, there is so much more to do than I thought was	Much more willing to try some online learning.
	Janine	Zoom features and getting more familiar with it, getting opportunity as a participant to see what works and what doesn't, the feedback received	Keep practicing to improve delivery of online learning to vastly improve the learning experience for others
	David	Be patient/practice/get feedback	Ability to convert live learning programs to help more people.
 p.32 DOCUMENT YOUR ACTION PLAN	Rod	So much. Technology, techniques, tips, tricks, timing...	I am confident this is where we're going, and confident that I can be a part of it, thanks!
	Hezari	RISE-keep it Simple & Straightforward	I.e., slides, instructions, exercises READY TO PLAY!

Recipe:

Objective: Reflect on the key learnings from the program/segment.

Social: Listen to other viewpoints, articulate one's own, learn from others.

Features: Slide, Annotation tools, Audio, Webcam

Notes:

THE VIRTUAL TRAINER'S MANTRA

SAY

What did
I just say
that YOU could
have said?



DO

What did
I just do
that YOU could
have done?

Instructional Strategies

- Set expectations
- Provide clear instructions
- Create and use participant materials
- Design opportunities for collaboration
- Deliver meaningful assessments
- Build **your virtual training hero** technical skills

Master the Technology!



- Click on everything.
- Youtube it, Google it, Review it, Replicate it.
- Try to defeat it!
- Use it. Use it. Use it.
- Use a 2nd computer.
- Respond quickly.
- *Narrate the process.
- *in brief.
- Pay attention to details.
- Fix it.
- Revisit it.

Download more tools, resources, and platform checklists:
KassyConsulting.com/resources

Job Aid for Creating Your Activities

Design your own activity, to be delivered in your next live online training. To get started, what activity inspired you today?

Start with this one, adjusting it to suit your topic and your audience.

Design process:



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Recipe
Virtual Training Success

Fill in this blank recipe:

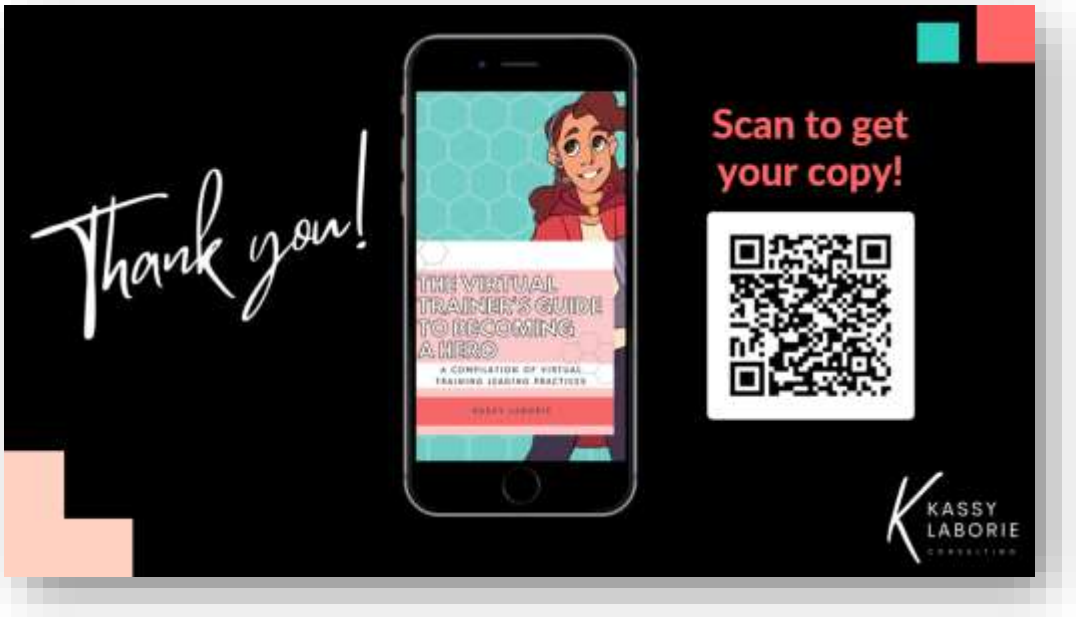
Objective:

Social?

Map the interactions to the features:

Resources and more information for you:

Download → The Virtual Trainer's Guide to Becoming a HERO!



And more:

- ✓ Podcasts
- ✓ Webinars
- ✓ Articles
- ✓ Platform checklist
- ✓ Templates for trainers, designers, & producers!
- ✓ AND Virtual Training HERO tips!

Have a team of trainers who need to grow their virtual training skills?



About your presenter

KASSY LABORIE is the principal consultant at Kassy LaBorie Consulting, LLC. She is a speaker, instructional designer, classroom facilitator, and author who specializes in virtual learning, teams, and live online technology. Kassy is passionate about helping organizations, learning teams, and training professionals successfully move to the virtual environment.

In her previous role at Dale Carnegie Training, she was the director of virtual training services, a consultancy that partners with organizations to help them develop successful online training strategies. Kassy also served as the product design architect responsible for developing the company's live online training product and experience. Prior to this, she was an independent master virtual trainer, a Microsoft software trainer, and a senior trainer at WebEx, where she helped build and deliver training at the WebEx University.



Kassy is the co-author of [Interact and Engage! 50+ Activities for Virtual Training, Meetings, and Webinars](#). And author of [Producing Virtual Training, Meetings, and Webinars](#) just published in January of 2021 with ATD Press. A frequent speaker at industry conferences since 2006, she has presented at Training Magazine events including their yearly conference and Online Learning Conferences, Chief Learning Officer symposiums, The Virtual Learning Show, ATD's TechKnowledge and International Conference & Exposition, as well as many local ATD Chapter events.

