Virtual Training
Implementation Checklist

**9 steps to SUCCESS**

1. **Create sessions no longer than 90 minutes, ideally 50-55 minutes**
   - If more time is needed, break sessions into multiple days.

2. **Run a live test session**
   - of the full virtual training session beforehand.

3. **Include scheduled breaks on the agenda**
   - to help participants stay focused for a set period of time. Remember the 50/10 rule: every 50 minutes of learning should be followed by a 10-minute break.

4. **Secure a co-facilitator**
   - to provide tech support and monitor the chat on training day.

5. **Include more participant involvement, more often**
   - Break content into 20 minute chunks (or less), and involve participants at least once every four minutes.

6. **Present ground rules**
   - for active participation in the online environment (cameras on, use of chatbox, reactions and raising hand features, personal sharing in breakout groups.)

7. **Keep your participants’ attention with...**
   - a trainer with an appealing tone and style
   - a polished presentation
   - engaging visuals, interactive exercises and tech tools

8. **Allocate time for session wrap-up**
   - to confirm understanding of key training messages, alignment on next steps, and feedback on the training session.

9. **Keep breakout rooms small**
   - include three to five people for 15 minutes or less.

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

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