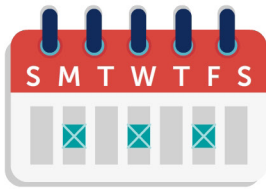


# Virtual Training Implementation Checklist

## 9 steps to SUCCESS

### Create sessions no longer than 90 minutes, ideally 50-55 minutes ✓

If more time is needed, break sessions into multiple days.



### Secure a co-facilitator ✓

to provide tech support and monitor the chat on training day.



### Run a live test session ✓

of the full virtual training session beforehand.



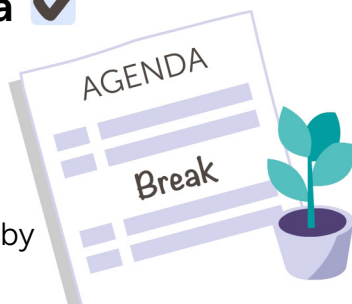
### Include more participant involvement, more often ✓

Break content into 20 minute chunks (or less), and involve participants at least once every four minutes.



### 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.



### Present ground rules ✓

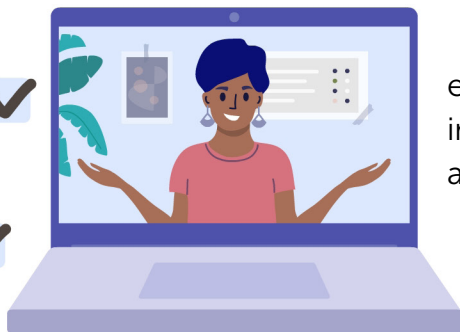
for active participation in the online environment (cameras on, use of chatbox, reactions and raising hand features, personal sharing in breakout groups.)



### Keep your participants' attention with...

a trainer with an appealing tone and style ✓

a polished presentation ✓



engaging visuals, interactive exercises and tech tools ✓

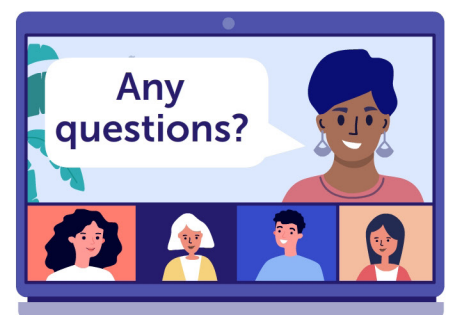
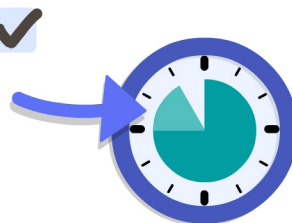
### Keep breakout rooms small

include three to five people for 15 minutes or less. ✓



### Allocate time for session wrap-up ✓

to confirm understanding of key training messages, alignment on next steps, and feedback on the training session.



Source: [Research Summary: Best Practices for Virtual Training \(July 2020\)](#)