

Live Instructor-led Virtual Training?

Help is here

 By Sheri Jeavons



As a trainer, you thrive on live feedback. If you're like me, audience interaction is what gets you through the day. In the classroom you know whether or not you have attendees' attention, you can read their body language and change your presentation on the fly. It's what you do best to ensure your learners do what they're there to do... learn. However, in the virtual world that critical feedback is lost, which may leave you and your audience feeling isolated and bored.

Whether you like it or not, virtual training is quickly becoming the norm. With budget cuts and travel restrictions, more of your face-to-face training initiatives will take place virtually. As you venture into this new world you may struggle with the lack of feedback. In fact, if you've listened to a recording of your own training event, you may wonder who that boring speaker is. Even though the transition is initially difficult, it can be done. You can conduct dynamic virtual training sessions. Here are a few tips to get you off to a great start.

Pump up your Vocal Energy

Because of the physical disconnect that occurs during virtual training, your voice is your main connection with your audience. Therefore, your voice needs to be strong and energetic. To accomplish this, consider standing while you present. Just like in a live training, it helps you project your voice. To keep your energy up, keep your hands free while communicating. A hands-free, ideally wireless, headset is a must! The more your body gets involved, the more energized your voice will be. You may even consider having someone in the room with you while you present. Have them sit about three feet away from you and talk directly to them. These tips will help you create some live interaction to keep your energy high.

Transform your PowerPoint Slides

When delivering web-based training, your PowerPoint slides are often the focal point of your training session. Therefore, the slides must be simple, visually appealing and easy to follow.

To maintain attendees' attention, make sure something changes on the screen every 30-90 seconds. Use animation, pictures and annotation

tools to direct your attendees' eyes to what is most important. This means you'll need more slides than in a face-to-face event.

Create Accountability

Often virtual training attendees are all in different locations. I recommend pairing attendees up to complete an assignment either before, during, after or between virtual training sessions. This exercise holds attendees accountable to each other and increases the likelihood of completing the assignment. It can also help create the camaraderie that's missing from the live classroom.

For example, if you're conducting leadership training and introduced the top three qualities to be a good leader, you could pair attendees in groups of two-three like you would in the live classroom. Instruct them to work together to develop a list of three things they could do to increase those qualities within their own team. This could be done in several ways:

- Before the training as a pre-work assignment.
- In breakout rooms within your virtual training platform.
- If you conduct more than one training session with the same group, have them complete it as an assignment between sessions.
- After the training, attendees could report back to the trainer via e-mail or use a discussion board to stay connected with the larger group. In each of these cases you would provide them with specific instructions regarding timeframes.
- These tips will get you started on developing and delivering dynamic live virtual instructor-led training. **TEL**



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