

ONLINE TRAINING: Checklist

Whether you're considering taking your course offerings online, or you'd like to improve what you have already. With help from London School Online, accessplanit have compiled a check-list to help.

First Steps:

- Make sure trainers have the tech they need
- Decide what web-hosting platform to use
- Set up communications for students (Log-in details)
- Change timetable into shorter sessions
- Create self-study resources
- Find a digital way to record sessions and other admin
- Create your community (Facebook/WhatsApp groups/Slack)
- Up-skill your trainers

Best Practice:

- Test Microphone and camera before each session
- Ask students if they can all hear and see you
- Ask people to put their microphones on mute
- Ask learners to switch off all their other applications
- Take regular breaks
- Light physical activity between sessions
- Share your screen
- Use chat features
- Change activity frequently
- Use polls/quizzes
- Arrange Breakout sessions
- Set Group assignments and assessments
- Set Self-guided work
- Check levels of comfort throughout the session
- Encourage self-reflection and feedback
- Record the session for delegates to watch back later
- Promote on social media
- Send reminders & icals to delegates and trainers
- Make sure your trainers have the right equipment (mics, wifi, software access, quiet space to record)
- Report on stats (attendees, where did registrations come from, any drop-outs mid-session)

Necessities:

- Course materials
- Scans
- Downloaded materials
- Authentic materials
- Audio & Video
- Virtual whiteboard
- Log-in or Skype address
- Webinar tool
- Training management system

Recommended Webinar Software For Online Training Delivery

- GoToWebinar
- Zoom
- WebEx
- Google Hangouts
- Skype
- Adobe Connect

Websites To Compare Software

- G2Crowd
- Capterra