vILT Preparation and Delivery Checklist

Keep organized and check your way to a successful vILT delivery

Like classroom training, vILT (Virtual Instructor-Led Training) is synchronous learning i.e. a group of people learning at the same time and in real time, so it can be interactive and participative. The key difference is that participants and trainer are not in the same physical location.

When conducting a live virtual training course, it's especially important to be organized during each step of the process. The vILT Preparation and Delivery Checklist includes the key activities involved in the preparation and delivery of vILT. **Keep organized and check your way to a successful vILT delivery.**

Prepare,

- [ ] Participants are familiar with the software and have tested their connections several days prior to their training session.
- [ ] Class sizes are broken down to 10-25 participants and session length is 30-90 minutes.
- [ ] A technology specialist is also available to assist participants behind the scenes.
- [ ] The necessary prep work has been provided to participants in advance i.e. reading assignments, assessments, study guides.
- [ ] There is a solid high-speed internet connection with a back-up internet connect ready to go at any given moment.
- [ ] The telephone service being used is reliable and there is a back-up connection if necessary.
- [ ] All software and plug-ins are installed on the primary and back-up computers.
- [ ] Reminders have been sent to all participants providing log-in information.

Delivery,

- [ ] Be ready to begin 10 minutes early – start time should promptly begin with an intro activity when the first participant logs in.
- [ ] The participants are engaged with an interactive activity every 3-5 minutes.
- [ ] Headset and microphone placement is at the corner of the mouth or tip of the nose.
- [ ] You have voice control (about 190 words per minute).
- [ ] Visuals are low on text and high on multimedia and interactivity i.e. team building activities, visual templates, and polls.
- [ ] The two back-up hardware devices, back-up internet, and back-up telephone connectivity are ready to go and at arm's reach and/or supported by the IT department.