

Tips for Success in Virtual Training

To get the most out of participating in a live virtual training, follow these best practices!

Tip:

Use headphones with a built-in mic to minimize background noise. The ones that came with your phone may be an option.



Before the Training

- Choose a quiet area to set up for the training.
- Wear work appropriate clothing.
- Check that your systems are working:
 - Is the internet working?
 - Is the video conferencing program loading?
 - Is your audio system working?
- Have your training materials printed or easily accessible.
- Have a pen and paper ready to take notes.
- Be sure your background is appropriate and professional.



During the Training

- Log in a few minutes early to get settled.
- Check the lighting for your video/webcam.
- Position yourself in the center of the webcam so you are eye-level.
- Keep yourself muted when you're not speaking.
- Maintain the same professional courtesies as in-person training.
- Avoid distracting behaviors such as eating, excessive movement, and multi-tasking.
- Be present. Give your full attention throughout the entire training.
- Be patient. There may be participants who are joining in a virtual training for the first time.

Tip:

The best lighting is natural light that comes from the side or front of you.



Tip:

Complete the evaluation while information is fresh in your mind.



After the Training

- Be sure to exit the video conference program after the training is complete.
- Take time to reflect on what you've learned and jot down any final notes.
- Complete any evaluations and assessments.