



## Rapidly Moving Your Face-to-Face Training Online

- Where Do We Start?
  - Realize and accept that the training *will* be different. We should not expect it to be the same, but you can expect the same learning outcome!
  - Setting up for learners to meet learning objectives is key. Focus on the structure and organization of the course for the new environment.
- Taking the First Step
  - Make Sure Your Content is Valid and Relatable
    - First, check to see if the content is outdated. If it is, get rid of it!
    - Does the training relate to “how things are really done around here?” If not, it does not make sense to repurpose it.
    - Make sure your software is up to date. The software may have a different look and layout and if this is the case, double-check the diagrams, charts, screenshots accordingly. This will allow your content to be effective and productive.
  - Make Each L&D Project Step Mini
    - Instead of skipping steps due to time restrictions, do a mini needs assessment. Ask one or two questions at the beginning of a learning project and then list key skills, behaviors, and tasks that learners must do differently after the training.
    - To trim down the content, include only the essentials and leave out the extra details and all the nice to haves.
  - Include Tasks for Learners to Complete
    - Make the learners *do* something (a task) rather than just click through slides. The learner needs to experience real-life scenarios, try out tasks, and receive feedback along the way.

O’Keeffe, Nikki (2020) *Are You Ready to Facilitate in the Virtual Classroom?*

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- o Find a Tool That Makes It Easy for You to Build the Programs
  - Find an e-learning tool based on features that are important to you. When searching for a tool ask yourself questions like: *Do I feel confident in my technical skills to the point that I am able to use a more complex authoring tool? What do I need in terms of scalability? How much of a budget do I have? What tools are working for the learners?*