

DESIGNING VIRTUAL TRAINING

FOR GLOBAL AUDIENCES

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Three Design Basics for Virtual Training

DETERMINE WHAT YOU ARE DESIGNING FOR

Confirm your definition of virtual training, and ensure all are on the same page

USE BEST PRACTICES FOR VIRTUAL CLASS DESIGN

Engage learners often with the tools and with each other, using the tools and other methods

CREATE MATERIALS TO SUPPORT THE LEARNING

Support facilitators, producers and learners with detailed instructions for successful online activities

WHAT IS VIRTUAL TRAINING?

A highly-interactive, online, synchronous facilitator-led class, with defined learning objectives, with participants who are individually connected from geographically dispersed locations, using a web-based classroom platform.

Four Considerations for Global Audiences

- 1 Cultural Differences.** Its important to create and maintain a comfortable environment for all. Therefore, strive for neutrality and inclusion.
- 2 Language Barriers.** Use clear and concise language, avoiding jargon and slang. Allow for extra time during activities, and share materials in advance.
- 3 Expectations about Learning.** Recognize different perceptions about training classes. Set expectations from first contact, establish ground rules, and provide flexible learning options.
- 4 Technology Issues.** Factor in a variety of devices, and varying internet bandwidth speeds..

ABOUT CINDY HUGGETT, CPLP

Cindy is the author of three books on virtual training: *Virtual Training Tools and Templates: An Action Guide to Live Online Learning*; *The Virtual Training Guidebook: How to Design, Deliver, and Implement Live Online Learning and Virtual Training Basics*.

She helps trainers, designers, and organizations move to the virtual classroom.

Notes

FOR MORE RESOURCES ON THIS TOPIC, VISIT:

cindyhuggett.com/design