TRAINERS'
BOOTCAMP

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FOR TRAINING AND DEVELOPMENT, INC.

~ **V**IRTUAL **E**DITION ~

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Module 1: Setting the Training Environment

Lesson 2 Initial Set-Up Considerations

SETTING THE TRAINING ENVIRONMENT OBJECTIVES

Reflect on	Practice	Learn
Participants will reflect on their positive and negative training environment experiences	Participants will draw their perfect training environment	Participants will learn specific considerations when developing training content

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ACTIVITY: POSITIVES/NEGATIVES OF TRAINING ENVIRONMENTS

Rose

Bud

Thorn

ACTIVITY: YOUR PERFECT TRAINING SET UP!

Choose one option from below, based on your most-used training format:

- Draw or describe what you would like as your perfect in person room set up

- Draw or describe what your perfect virtual teaching set up would look like

- Draw or describe what your perfect blended or hybrid teaching set up would look like

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TRAINING ROOM SET UP – IN PERSON TRAINING

Location

Access and accessibility

Table/chair set up for optimal learning

Materials – format, accessibility

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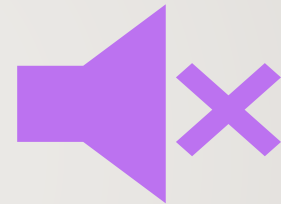# VIRTUAL PLATFORM SET UP: THE BASICS
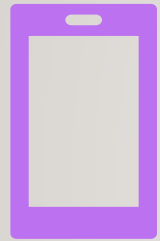
Platform directions

Access and accessibility

Cameras on/off

Mute on/off

Explanation of how to interact during the session

MORE ON VIRTUAL TRAINING SET UP

- Know your learning platform, if not, partner with a colleague

- Do not put session links online! Send separately via email upon registration

- Log on half an hour early for set up. Check sound, video, presentation mode, video background

- Accessibility - enable captioning, consider transcription services or sign language interpretation

- Ask participants to ensure their name is correct

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VIRTUAL LEARNING PLATFORM YOUR LEARNING CURVE

- How familiar are you with your virtual learning platform or Learning Management System (LMS?)

- Explore

- Practice, practice, practice!

- Use online tutorials to learn

- Have fun! Be creative! Use the bells and whistles…but do so slowly

- Use the product support team as a resource to help

- How accessible is your platform for all participants?

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KICKING OFF TRAINING…ADDITIONAL CONSIDERATIONS

- Nervousness is normal – be well prepared to ensure success!

- Familiarity with course content
  - New? How will you address questions you can't answer?
  - Pro? How will you keep your own interest?

- How will you establish rapport with participants from the start?

- Start with a powerful opening that will set the tone for the session

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ASSIGNMENT

- Engage in conversation on the discussion board

- Based on this lesson, write down changes you will make to how you do training

  - Share these changes in the discussion board

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