Trainers' Bootcamp

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FOR TRAINING AND DEVELOPMENT, INC.

~ Virtual Edition ~

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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 (or describe in writing) 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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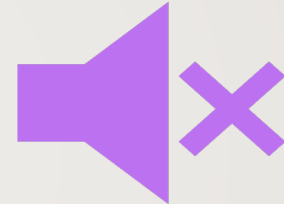
VIRTUAL PLATFORM SET UP: THE BASICS
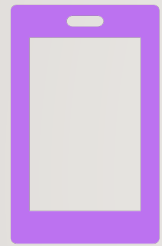
Platform directions

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

- Complete "Module 1, Lesson 2 Assignment"