



Q & A: Remote/Virtual/Modern Training Techniques





5 Tips for Remote/Virtual/Modern Training

1. Believe in online learning.
2. Redesign, don't just modify.
3. Design for multiple generations and technology levels.
4. Utilize appropriate delivery tools.
5. Utilize the right equipment.

Virtual Activities

- **Work-From-Home (WFH)**
- **Meetings**
- **Presentations-** One-way lecture or presentation of information
- **Webinars-** One-way communication; usually for sales purposes
- **Learning events-** Two-way engagements designed for learning; can be synchronous (live), asynchronous (recorded, self-paced), or hybrid (combination)
 - Virtual classes
 - Virtual training

Redesigning

- Online training versus presentation-style webcast.
- Maintain same level of engagement.
 - Limit participants
- Recalibrate time.
 - 60-90 minute blocks
 - Self-directed time
 - Pre-work
 - Use technology
 - Engage every 4 minutes

Q&A

Future Trainings

- Virtual Facilitation Training
 - April 28, 29, and 30: 10:00AM – 12:00PM Eastern Time Zone
 - Promo Code **CEI** for \$200 discount - \$695 (Regular price \$895)
 - For more information www.CompetitiveEdgeInc.com/VFT
- DISC and Motivators Certification Training
- Emotional Intelligence Certification Training
- Generational Diversity & Inclusion Training

ADDITIONAL RESOURCES FOR VIRTUAL EVENTS

Working from Home for Employers:

[SHRM Resource Page: Remote Work](#)

A collection of resources that can help employers facilitate flexible work arrangements while navigating a sophisticated array of technologies and remote work policies.

[Don't Micromanage During the Coronavirus](#)

With the workplace in turmoil amid the coronavirus pandemic, company leaders may feel the urge to over-manage telecommuting staffers. The message from management experts? Resist the urge to hover virtually.

Working from Home for Employees:

<https://hbr.org/video/5822106082001/whiteboard-session-how-to-work-successfully-across-borders>

[Working from Home with Kids? How to Manage the Impossible](#)

Devising clever strategies to get your work done while one kid is hanging on your arm and another is wailing in the next room is the new normal in the age of COVID-19. Here are some tips from the experts to be productive as you work from home.

Virtual Meetings:

<https://blog.gotomeeting.com/7-rules-virtual-meeting-etiquette-every-professional-know/>

<https://slackhq.com/ultimate-guide-remote-meetings->

This is a great resource for managers who may be leading a remote meeting.

<https://hbr.org/2015/03/how-to-run-a-great-virtual-meeting>

Another great resource for managers who may be leading a remote meeting.

Conference Call Etiquette:

<https://www.youtube.com/watch?v=bRhm4g6NHAw->

“Conference Call Etiquette” - 1:52

<https://slate.com/human-interest/2014/11/etiquette-fun-and-funny-fixes-for-your-miserable-conference-calls.html>

“Fix Your Totally Miserable Conference Calls” 1:48

https://www.youtube.com/watch?v=DYu_bGbZiiQ

“A Conference Call in Real Life” 3:25- This is a humorous video that I show after the students try their first virtual call and it tends to drive home the key points to remember.