Virtual Training and Meeting Tips

- Share ground rules and describe outline of time together.
- Limiting online training time to 3 hours or so with a break mid-way seems to work best. It may be useful to assign self-reflection and/or practice activities for trainees to do after the training on their own or with virtual supervisor support.
- It is useful to record the training so that it can be accessed later by trainees or those who were unable to attend or unable to attend the whole training. Be sure to let trainees know that is being recorded.
- When trainees use their phone instead of their computer you can rename the displayed phone number and type in their name so everyone can see who is talking. Rename by hovering your mouse on their phone number and clicking on the rename button.
- If you will be sharing audio or video through your screen you will need to click on the Share Computer Sound box when you click on Share Screen. Otherwise the presenter will hear the audio but the trainees will not.
- The trainer can also share documents with trainees by uploading documents to the chat box. You can find more information on sharing files here.
- Trainees may engage more fully when they are in break out rooms rather than with the whole group. Information on managing break out rooms is here. Some highlights include:
  - You may drop into the “rooms” to answer questions and provide small group support
  - This is a way to set up role play/practice activities
  - You may continue to recombine trainees in different groups to keep it varied or assign trainees to specific groups to create focused work together with the same group over the course of the training.
  - After using break out rooms you will need to reconnect the “Share Screen” option if you are going back to slides or white board. It is not automatic. (Don’t forget to make sure the Share Computer Sound box is still checked if you will be sharing audio/video)