Virtual Classroom 1-2-3: Create an engaging virtual learning experience in 3 easy steps

1. Discovery/Assessment – Review and Interviews
   - Review learning goals by audience, desired levels of competency, overall context, parameters and constraints, using real-life course from client
   - Review any existing training content, technology options
   - Interview client team and representative course attendees

2. Collaborative Brainstorming Session with Client Team
   - Done virtually or face-to-face
   - Determine basic course framework, including prework, reference material, best use of asynchronous (any time) and synchronous (real-time) participation, classroom activities and post-training reinforcement and support
   - Agree on duration, number of sessions needed

3. Detailed Recommendations and Guidelines
   - Create and present detailed set of recommendations for selected course, including timed agenda and activities
   - Develop ideal instructor profile and outline of suggested requirements, training and preparation
   - Provide tips and guidelines that can be applied to other virtual classroom courses

Tips guide to help design, plan and lead engaging virtual classroom sessions

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