Virtual trainer/facilitator communication planning checklist

<table>
<thead>
<tr>
<th>Session name:</th>
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<table>
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<tr>
<th>Session leader:</th>
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<table>
<thead>
<tr>
<th>Date(s) and times(s):</th>
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<tr>
<th>Login information - web meeting</th>
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<tr>
<th>Dial-up information (if different):</th>
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<th>Technical assistance:</th>
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<table>
<thead>
<tr>
<th>Timing</th>
<th>Communication</th>
<th>Format/Method</th>
<th>Status</th>
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**Announcement**
- Date, time of session(s)
- Method of delivery
- Purpose, outcomes and takeaways
- Who will benefit and how
- Expectations for participation
- Expectations for prework
- Expectations for post-training assessment
- Registration instructions
- Mandatory or optional
- Limited opportunity or ongoing?
- Contact information for questions

**Prework**
- Create prework and post in online conference area (or send)
- Send prework invitation email with instructions, including completion date required
- Include test link for online tool
- Monitor online conference area for participation as needed
- Review and note online responses prior to training
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Calendar appointment
- Create meeting request (or use LMS system) to send out dates, times and login information (web meeting and audio, if different) for your sessions
- State preference for audio participation, if any
- Update if passcodes or other information changes
- Include information for tech support help in the calendar request

Session reminders
- Send as needed, especially to those who registered after initial invitation
- Set expectations for level of participation required
- Request for confirmation (of those who haven’t done prework)
- Contact information for questions

Post-training – assessment and reinforcement
- Create feedback form and post
- Create learning assessment and post in online conference area and/or within LMS system
- Develop and post job aids to reinforce and apply lessons learned
- Set up chat forum (or similar) online for participants to check in, share, ask questions, offer ideas, etc.
- Convene follow-on meeting where participants can “unpack” what they have learned and applied