

# Virtual trainer/facilitator design planning checklist



<b>Session name:</b>
<b>Performance goals</b>
<b>Skills, behaviors participants will achieve</b>
<b>Participant profile, including number of participations to go through training, job types and functions, level of proficiency needed by function, mandatory or optional for all or some</b>
<b>Number of participants expected in total/per session</b>
<b>Number of instructors to lead/co-lead</b>
<b>Desired duration of real-time training session(s)</b>
<b>Existing materials to leverage</b>
<b>Prerequisites, and how and where to access</b>



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Timing	Course content – how best to convey	Format/Method	Notes
	<p><b>As part of prework</b></p> <ul style="list-style-type: none"><li>• Which content can be reviewed in advance as pre-reading?</li><li>• Are videos or existing training available for viewing?</li><li>• Can reference materials be made available before, during or after training?</li></ul>		
	<p><b>During the real-time training session</b></p> <ul style="list-style-type: none"><li>• What content, skills are best conveyed or cultivated through real-time discussions and examples?</li><li>• How long will each discussion or activity take?</li><li>• Will learning come primarily from instructor, participants, or a combination?</li><li>• Where will interaction, and what type, enhance the learning experience?</li></ul>		
	<p><b>Post-training</b></p> <ul style="list-style-type: none"><li>• What job aids or checklists can we make available to reinforce and support learning?</li><li>• How can participants continue to learn from each other?</li><li>• How can we maintain momentum with frequent participant “touchpoints?”</li><li>• How can we assess whether participants have achieved learning goals? (Who, when, how)</li></ul>		