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# Changing the way we work: Training Virtually

*Embracing the virtual when F2F isn't an option*

*Post Webinar Resource Slides*

EVOLVE  
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Change is hard, we make it easier.



Learning  
Solutions



Change  
Management



Technology  
Enablement



Digital  
Transformation

[www.evolve-sg.com](http://www.evolve-sg.com)



# Do More with Less when Less is More!





# Types of virtual training

## vILT

- Self-directed learning
  - Interactive PDFs
  - Websites, SharePoints
  - eBooks
  - Microlearning
  - Videos
  - Screencasts
  - PowerPoints
  - LinkedIn Learning Paths, Coursera, Udemy, etc.

- Assessment
  - Testing, pre & post
  - Knowledge checks
  - Quizzes

- eLearning modules
  - Gamification
  - Simulations
  - Branching scenarios
  - Microlearning

## AR/VR



## Strategies for getting online fast

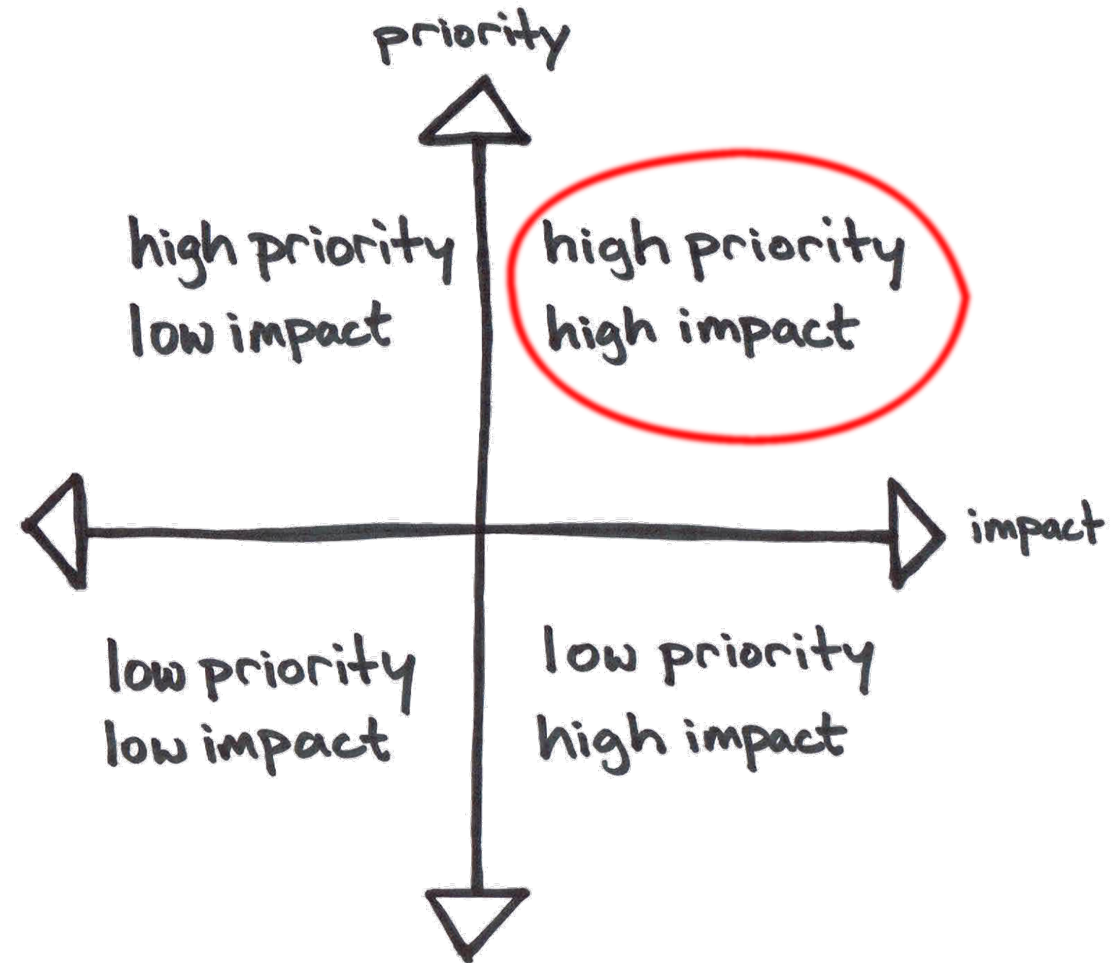
- Prioritizing employee needs.
- Removing the fluff - getting to the heart of the matter.
- Using stories and scenarios - engage and relate to the learner.
- Rely on your network! Ask your peers and the experts around you for help and advice when you need it.
- Tools & techniques for rapid content development & curation - Even with a department of ONE.



# Prioritizing employee needs

What is happening in your organization?

- Compliance
- Performance
- Process Changes
- Onboarding





# Less is More – Focus on what adds value

- **Mindful preparation** – save time by taking a few steps in advance.

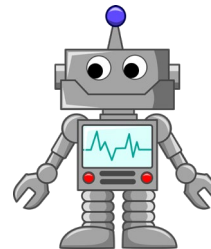


- Focus on **what** they need to know **when** they need to know it.

- Narrow down to your most valuable tools and engagement strategies.



- Use **story** and **scenario**.



- Humor!





# More is Less – Time sinks and wasted effort

Spending too long finding  
the 'perfect' graphic



...But how will new hires  
know this is *onboarding*  
training?

...But how will employees  
know where they work?

Excessive branding

Lengthy objectives statements  
and course intros

Too much information -  
beware cognitive load



TL;DR

NEXT

NEXT

NEXT

NEXT

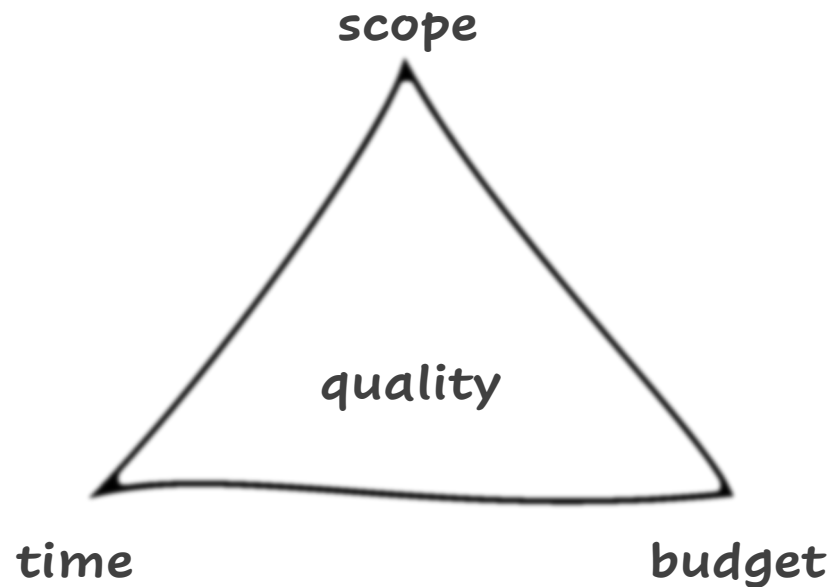
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Too much "*interaction*"



# Removing the fluff



## Pre-tests/assessments

Excuse learners from redundant training using competency-based pre-tests

## Learner Personas

Get the right content to the right people at the right time

## Leadership Support

Communicate with leaders in your organization to identify learning priorities

## “Interaction”

...for interaction's sake is distracting and time consuming for everyone

## Forcing learners

facilitate learning, don't force it.

## Excessive branding

If this is internal training, then your audience already knows where they work!

## Bad MCQ's

poorly written multiple-choice questions



# Using stories and scenarios

Example of scenario used in a self directed, branching interactive PDF (iPDF).

**HERE IS AN EXAMPLE OF A HEALTH, SAFETY AND ENVIRONMENT SCENARIO.**

Floors in the workplace must be suitable for use, in good condition and free from obstructions so that slippage and injuries are avoided and people move around safely.

The IT department has installed new computer monitors for all staff in your department. They leave the monitor cables dangling over the back of desks and into the communal walkways.

What should you do?

- Ignore the cables?
- Wait until someone trips up
- Call IT

From <https://elearningindustry.com/5-killer-examples-use-microlearning-based-training-effectively>

Example of using story in video-based training:



*Use tough, real world scenarios to get your learners engaged and retaining.*

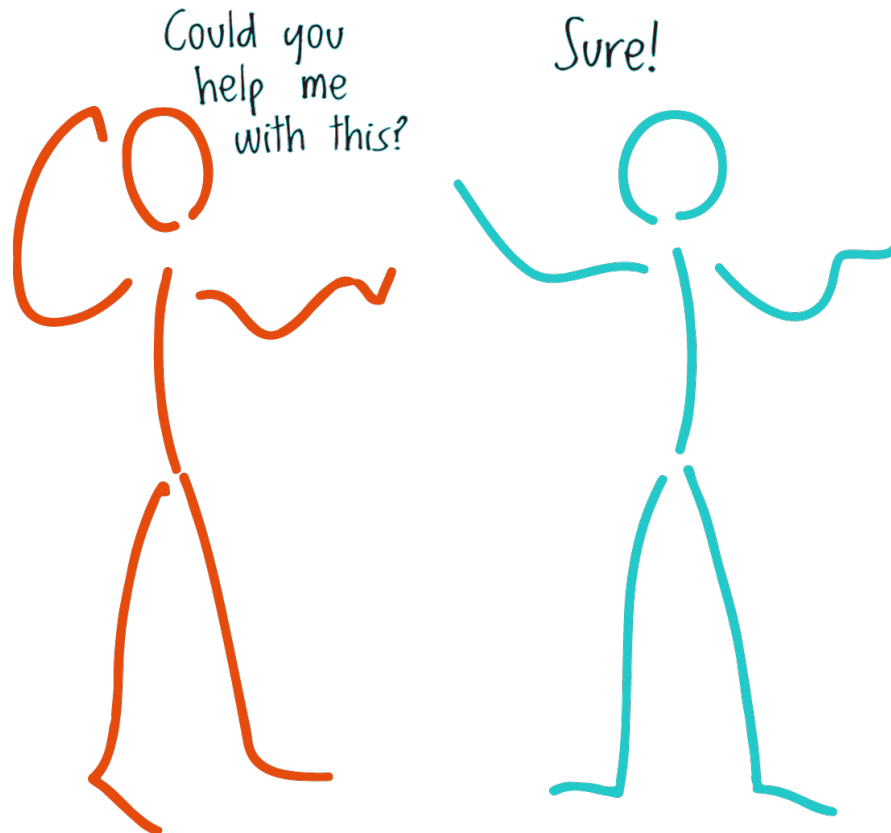


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# Rely on your network

Ask your peers and the experts around you for help and advice when you need it!



## Professional groups

- ATD (Association of Talent Development)
- American Association for Adult & Continuing Education
- International Council for Adult Education
- The Learning Guild

## LinkedIn groups

## Industry leaders

## Message boards

- eLearning Brothers
- Adobe forums
- Articulate forums

## YouTube tutorials

## Internal SMEs



# Rapid content development & curation

Example of a how-to video:



- Prepare a solid script
- Get volunteers to help
- Practice, practice, practice
- Focus on  
Audio quality > video quality
- Get the best recording you can
- Look to Youtube for inspiration and tutorials



# Rapid content development & curation – links to great tools

## presentation



## authoring

articulate 360

rs Rise

rp Replay 360

st Studio 360

sl Storyline 360

lv

cl Content Library

iv Articulate Review

Peek

Piktochart  
make information beautiful

Snagit™  
TechSmith

VENNGAGE

visme™

easelly

genially

VYOND

Cp

ContentGems

Audacity®

## graphics & inspiration

freepik

Bē

Vecteezy

Canva

coverr

FLATICON

pixabay

boefunky®

---

### content organization

moodle

coggle

Trello

Twine



# How do we get there? 10 things to remember



1. Mindful preparation
2. Identify priorities
3. Outline your content
4. Put yourself in the learner's shoes
5. Plan to keep it simple
6. Interactivity  $\neq$  engagement
7. Stories and scenarios
8. Don't reinvent the wheel
9. Meaningful & memorable experiences
10. The right content at the right time