Preparation

The key to any successful Virtual Training
Your Facilitator:

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Using the Wimba Tools

Status Symbols

Chat

Connecting to server...
You have connected successfully!
You have entered 'Baggio'.
Your media format is WimbaMedia.
Audio input device, Integrated Microphone Array (ID, now active)
You say, "Enter your responses here!"
To: Main Room
Getting to Know You:
Question #1

What is your experience with virtual training?

Please enter your response in Chat.
Question #2

What are you hoping to get out of this training?

Please enter your response in Chat.
“By failing to prepare, you are preparing to fail”  
- Benjamin Franklin
Areas for Preparation:

- Technology
- Objectives
- Audience
- Facilitator
- Materials
Technology

- What tool are you using?
Technology

- What tool are you using?
Technology

- What tool are you using?
- What are its capabilities & limitations?
Technology

• What tool are you using?
• What are its capabilities & limitations?
• What is your licensing agreement?
Areas for Preparation:

- Technology
- Objectives
- Audience
- Facilitator
- Materials
Objectives

• What are they?
Objectives

• What are they?
• How will you meet/measure them?
Objectives

• What are they?
• How will you meet/measure them?
• What do you need?
Areas for Preparation:

- Technology
- Objectives
- Audience
- Facilitator
- Materials
Audience

• Who are they?
Audience

- Who are they?
- Where are they connecting from?
Audience

• Who are they?
• Where are they connecting from?
• How many should you allow?
Audience

• Who are they?
• Where are they connecting from?
• How many should you allow?
• What do they need to participate?
Areas for Preparation:

- Technology
- Objectives
- Audience
- Facilitator
- Materials
Facilitator

• Experience?
• Location?
• Tools?
• Support?
Areas for Preparation:

- Technology
- Objectives
- Audience
- Facilitator
- Materials
Materials

• Slide Deck/PDF
Materials

- Slide Deck/PDF
- Facilitator’s Guide
Materials

• Slide Deck/PDF
• Facilitator’s Guide
• Participant Guide
Materials

- Slide Deck/PDF
- Facilitator’s Guide
- Participant Guide
- Polls/Tests
Materials

- Slide Deck/PDF
- Facilitator’s Guide
- Participant Guide
- Polls/Tests
- Handouts
Materials

• Slide Deck/PDF
• Facilitator’s Guide
• Participant Guide
• Polls/Tests
• Handouts
• Videos
Areas for Preparation:

- Technology
- Objectives
- Audience
- Facilitator
- Materials
Ask Me a Question
Key Take Away

What will you take away and use?

Please enter your response in Chat.
Additional Training:

- Best Practices for VILTS
- ID Best Practices for VILTS
- Presentation Skills for VILTS
- How to Produce/Host an event in Adobe Connect
Thank you for attending (and interacting)!

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