



Online Training Tips

An outline for training tips when delivering online training:

Carbon Literacy is about inspiring people to want to make change. To do this the facts and information are relevant, but what really engages people is your ability as a trainer to connect with them on a human level. This means active listening and a genuine acknowledgement of their thoughts and feelings. This can turn a perfunctory training experience into something truly inspiring

Preparation

Being prepared and having all your materials readily available will help the training to run smoothly. It can be advantageous to run through a part of the training with a colleague prior to the 'live training' to highlight any potential stumbling blocks and to understand how to best layout your computer for distance delivery.

- You may feel a second screen is optimum for training, so that you can run the PowerPoint presentation on one screen whilst having your notes and the video conferencing application running on the other screen.
- You may find the use of headphones helps with sounds delivery.
- Screen space can be limited if you have notes and a video conferencing application open. Printing off the running order can be a useful option.
- It's a good idea to host a 'trial run' with your facilitator – this way you can become more familiar with the technology and how the training will run eg. Which section you prefer delivering and the timings for each part.

How to keep on time?

Timings don't always go to plan, and that's ok. You will lose and make up timing at different points during the training so don't aim to be on time throughout – this will happen organically once you have delivered a few sessions.

- Print off or have the running order to hand and easily visible during the training session (the running order can be found at the beginning of the trainer manual). Trainer 'down time' during videos can be a good opportunity to check your time keeping and make plans to adapt if you are behind.
- Give learners a time limit for feedback, this can become a quickfire type game where learners have to summarise their key findings (use 'times up' to stop feedback becoming too lengthy) e.g. You have 1 minute to feedback to the plenary

- Ask your facilitator to keep track of timings and send you a personal message letting you know how long you have before moving onto the next activity.
- Set yourself personal timings and rehearse longer slides prior to training
- The slides have notes already incorporated. However, it can be helpful to write a personalised script or bullet points to keep to timings.

How to use a training facilitator?

- Delivering content – if your facilitator knows the content and is comfortable training, we would recommend splitting the training between yourself and them. Bouncing back and forth delivering is much less tiring and elevates some of the tensions of remembering the full training modules. This way you can use the time they are delivering to check timings, prepare video links, read through the next section. Its also more interesting for learners to receive the training by more than one trainer, different learning styles and approaches can aid in the training.
- Tech support – when using interactive elements having someone on board as a backup in case your technology goes wrong is really useful (and takes the pressure off the lead trainer).
- To keep to timings – getting your facilitator to keep you on time is really useful, they can also figure out how to re-gain lost time later in the training or if there is going to be time to add in additional content.
- To cover some content- online training is tiring as we know and having someone to take over a couple of sections can help with training fatigue!
- Breakout rooms - To aid in the movement in and out of breakout rooms and to keep an eye on breakout rooms, it's a good idea to bounce in between breakouts to ensure individuals are staying on topic and understand the task.
- Chat box – if your trainer facilitator is up to speed on the course content and just managing tech, they can answer questions in the chat box as they arise. Be aware when you're sharing your screen, you can't see the plenary learners or the chat box therefore having a facilitator can help by assisting with this e.g. Reading out questions from the chat box to be answered verbally by the trainer.

How to deal with Technology difficulties?

- Try and have a backup plan e.g. if you can't get learners into the breakout rooms, ask one or two individuals to talk through the topic and then the rest of the room listen.
- Know your materials, this makes dealing with difficulties much easier as you can easily improvise if things don't go to plan.
- Have a team member (IT dept) on hand to jump on the call if you need assistance.

If you have any more training tips do send them over to us at info@carbonliteracy.com