# Virtual Training Preparation Checklist

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| --- | --- | --- | --- | --- |
| **Virtual Classroom Software**  | **Yes** | **No** | **Somewhat** | **Comments/Next steps** |
| Knowledge of all capabilities of virtual classroom software |  |  |  |  |
| Aware of all the unique features if classroom software |  |  |  |  |
| Aware of host, presenter and participant buttons and menu |  |  |  |  |
| Tested every features that will be used in the training event |  |  |  |  |
| **Internet** |  |  |  |  |
| Access to stable Internet connection |  |  |  |  |
| Access to a backup stable internet connection in the location where the virtual training will be delivered |  |  |  |  |
| **Computer & Workspace** |  |  |  |  |
| Reliable computer or lap top available for the virtual training (best practice) |  |  |  |  |
| Second reliable computer or lap top to be used as “sidekick” (signed in as participant/shows participant view) |  |  |  |  |
| All devices are full charged and ready to go prior to the training start time; Best to have computer plugged in as well. |  |  |  |  |
| If using phone audio: head set available, clear phone line |  |  |  |  |
| Workspace: Quiet room, no shared space, no distractions |  |  |  |  |
| **Facilitator Support** |  |  |  |  |
| At hand: all web links for event including host, presenter and participant links |  |  |  |  |
| Training material/files available in print and electronically |  |  |  |  |
| Co-facilitator available to assist with technical issues (logistics, chat, etc.) |  |  |  |  |
| IT support available |  |  |  |  |
| **Facilitator Competencies** |  |  |  |  |
| Fully prepared to deliver training content |  |  |  |  |
| Knowledgeable of classroom software |  |  |  |  |
| Completed practice run, timing |  |  |  |  |
| Comfortable with virtual delivery |  |  |  |  |
| Eliminated all distractions from workspace |  |  |  |  |
| **Participant Readiness** |  |  |  |  |
| Knowledge of participants’ access to internet and devices  |  |  |  |  |
| Prepared to check on participants’ ability to use all interactive features |  |  |  |  |
| Verified that participants have completed all prerequisites or pre-session assignments |  |  |  |  |
| Participants have all required worksheets and material (paper, pen, etc.) available |  |  |  |  |