



Best Practices for Virtual Training



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Facilitated by Dr. Melissa Furman, MS, DBA



Career Potential

Develop. Achieve. Succeed.

TOP 5



Virtual Facilitation



1

Believe (and invest).

2

3

4

5

Believe



Average amount of time spend developing a one hour
interactive virtual training– **21 Hours**

Virtual Facilitation



1

Believe (and invest).

2

Equipment matters.

3

4

5

Equipment



- Web camera (not in laptop)
- Headset/Microphone
- Telephone
- Lighting
- Monitors
- Environment

Leading



1

Believe (and invest).

2

Equipment matters.

3

Platform matters.

4

5

Platform

Questions to ask:

- Purpose of virtual event
- Features needed
- Security needs
- Cost
- Number of participants
- Technology proficiency of participants/access
- Ease of use/mobile friendly

Virtual Facilitation



1

Believe (and invest).

2

Equipment matters.

3

Platform matters.

4

Redesign.

5

Redesign



Length



Pre-, Post-,
Intersession



Materials



Slides



Size



Activities



Embedded
Technology



Modern
Learning

Leading



1

Believe (and invest).

2

Equipment matters.

3

Platform matters.

4

Redesign.

5

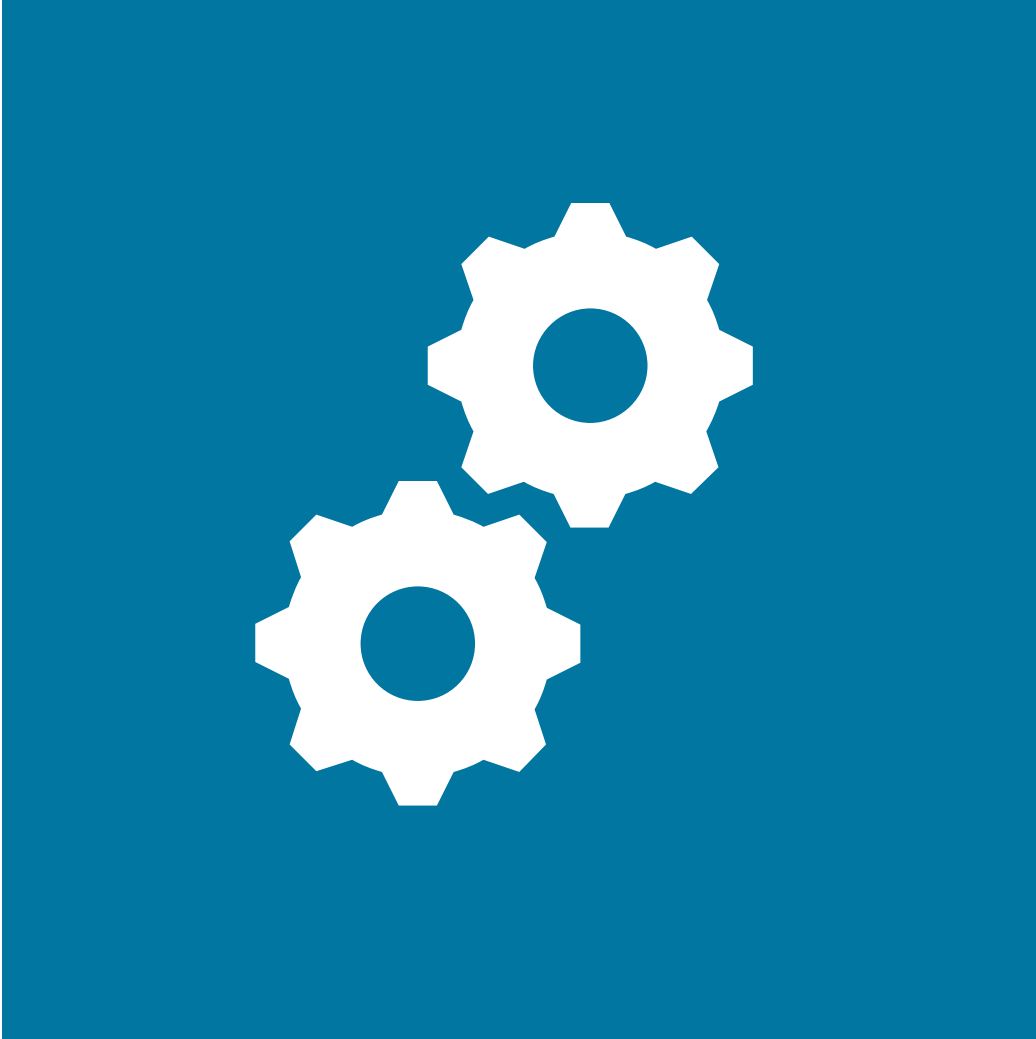
Engage.

Engage



You should be
engaging your
learners on average:
every 4 minutes.

Engage



Tools:

Comprehension Icons

Chat

Polling

Breakout Rooms

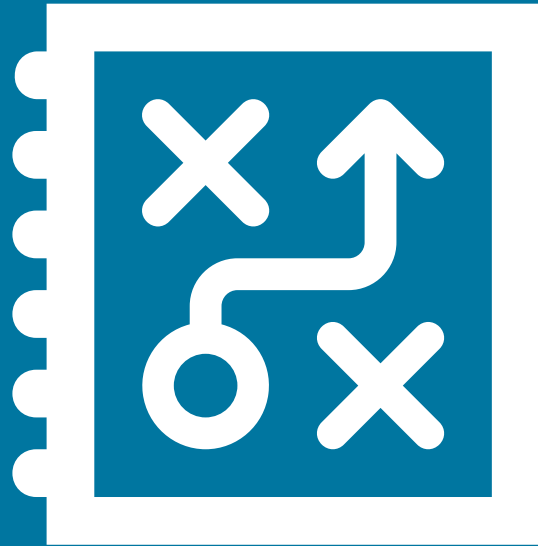
Word Clouds

Annotation

Whiteboard

Discussion Boards

Engage



Techniques:

Calling "in"

Use of Participant Guide

Second Voice

Questioning

Gamification

Orientation

Many more!

Additional Recommendations

Multi-tasking Producer Facilitators Guide



Questions & Discussion



AMERICAN SOCIETY OF
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