

5 TIPS for Converting In-Person Training to Virtual Learning

01

START BY CLEANING HOUSE

Be thoughtful in your approach to converting ILT to VILT – you may need to reorganize, repackage, or discard some ILT content.

02

USE A MIX AND MATCH DESIGN STYLE

Make sure your content keeps learners engaged. Effective VILT delivers information using a variety of instructional methods.

03

FIND BALANCE IN YOUR DESIGN

Create “learning snacks” that keep the pace of the VILT moving by ensuring the instructor never speaks for more than 10 minutes without any learner interaction.

04

USE EXERCISES AS A FOCAL POINT

Get creative in developing exercises that are specific for the needs of VILT learners. Using realistic situations and simulations improves retention and engagement.

05

DON'T FORGET THE FINISHING TOUCHES

A good ending is the best beginning! Ensure learners continue building their skills and knowledge by creating a call to action.