VIRTUAL TRAINING PRODUCTION CHECKLIST
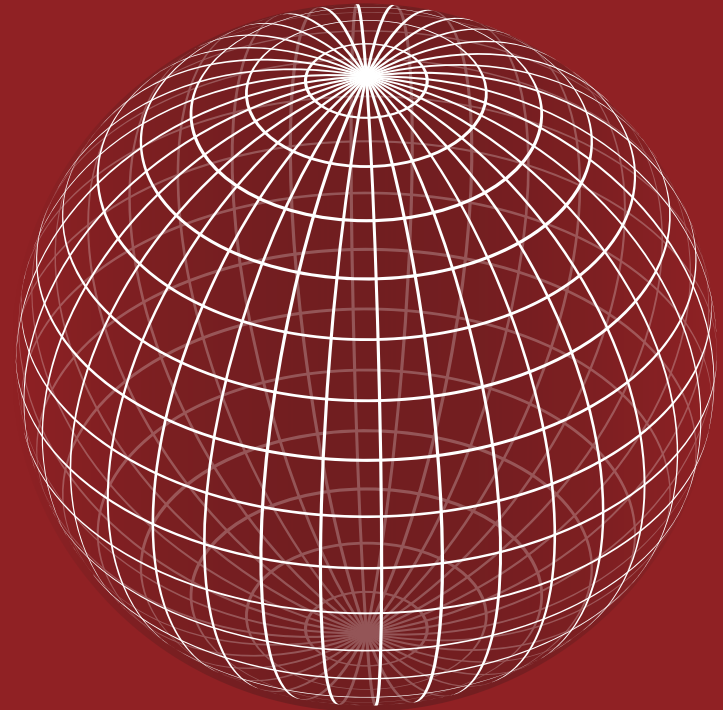
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"As a trainer, your mission is to make a positive impact on the people you train and help them learn, grow, develop, stretch, and win. "

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VIRTUAL TRAINING CHECKLIST

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THE BRAIN ON VIRTUAL TRAINING

A key reason why the virtual learning experience has been so awful for learners is that little value was placed on production quality to make the on-screen visual experience equivalent to what we expect to see on a TV screen.

When watching a video, your brain attempts to interpret the picture it sees on the screen and compare it to what it expects things to look like in real life.

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INCREASED COGNITIVE LOAD

When the picture on the screen does not look natural, the brain must work harder to fill in the gaps.

This increases the viewer's cognitive load, meaning the amount of work the brain has to do. In other words, the brain exerts extra energy and computing power to scan the patterns on the screen to make sense of them. This is what we call *Zoom fatigue*.

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REDUCED KNOWLEDGE RETENTION

Poor-quality production in virtual training increases the cognitive load on your learners' brains, attention control diminishes, both short- and long-term memory are negatively impacted, and it becomes more difficult for learners to connect with you and focus.

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GOOD PRODUCTION MATTERS

We must up our game. High quality, live streamed production was once cutting edge.

Now, it's an essential element of the virtual learning experience.

Production is how we make the virtual classroom a closer facsimile of the physical classroom and a training modality that captures the hearts and minds of learners.

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AUDIO

High-quality audio matters. If people can see you, but they cannot hear you, your virtual training session will be a failure.

INTERNET CONNECTION

Use high speed internet and dial in with your phone as a backup

BACKGROUND NOISE

Eliminate background noise and any possible interruptions, whether in your home, office, or sound studio

ROOM ECHO

Use sound absorbing material to prevent echo, especially in front of you and behind your microphone

MICROPHONE QUALITY

Use a good quality external microphone, like a lavalier or shotgun mic, wireless earbuds, or an external webcam microphone

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LIGHTING

Just like your eyes, cameras require the right amount of light to render a good image.

LIGHT SOURCES

Face bright light sources, like windows, but avoid washout, glares, and shadows

NATURAL LIGHTING

Manage and regulate natural light sources with shades or sheer window treatments

LED LIGHTS

Use LED ring lights or panel lights specifically made for shooting video and adjust the dimmer/temp control

LEVEL WITH CAMERA

Make sure your light source is level with the camera and directly behind it to prevent distracting shadows

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CAMERAS

Choosing the right camera setup can make a huge difference in the quality of your video frame and how you appear on-screen.

TYPE OF CAMERA

Use an external webcam with a built-in lens or a professional, mirrorless camera with a separate lens. NEVER use your computer's built-in camera!

ADJUSTABLE TRIPOD

If you are using a camera external from your laptop or computer, place it on a sturdy, adjustable tripod

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INTERNET

No internet connection, no virtual training. Poor internet connection, poor virtual training session. It's just that simple.

UPLOAD SPEED

Upgrade to the fastest upload speed your broadband provider offers

ETHERNET CABLE

Connect directly to your router using an ethernet cable

WIFI

Avoid connecting to wifi during your virtual training sessions

MOBILE HOTSPOT

Prep your backup connection source, such as a mobile hotspot

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BACKDROP

What learners see when they enter your virtual classroom sends a powerful message.

AVOID BAD BACKDROPS

- Clutter, trash, personal items
- Plain blank walls
- Distracting paintings/art
- Bright windows
- Big, cavernous rooms
- Anything that could be offensive
- Background replacement features

USE GOOD BACKDROPS

- A stretched fabric backdrop, book cases, textured walls, or your corporate training room
- Flatscreen monitors for displaying the slides
- Smart boards to support the session lesson plan

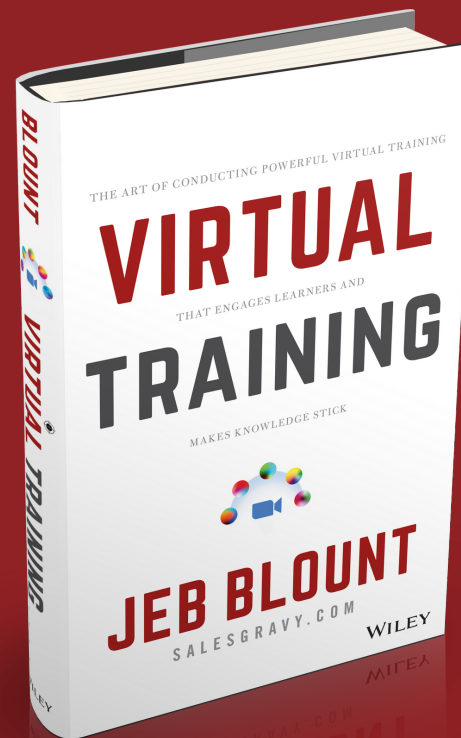VIRTUAL TRAINING CHECKLIST

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VIRTUAL TRAINING

THE ART OF CONDUCTING POWERFUL VIRTUAL TRAINING THAT ENGAGES LEARNERS AND MAKES KNOWLEDGE STICK

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