



10 STEPS TO PREPARE AN ONLINE TRAINING SESSION

1. Run a needs analysis

Clarify learning needs by a survey, simply talking to people or even by running a participatory learning needs analysis .

2. Tailor the training to your target audience

For example, you're training project managers on finances. Maybe all they need to be able to do is some 5 routine tasks they perform regularly?

3. Define the scope. Cut. Then define it again. Repeat 3 times.

Divide your content into 3 groups: must know, nice to know, relevant but can wait. Focus on the 1st part.

4. Write down learning objectives – what is it that you want your learners to master?

Rule of thumb: one learning objective per 2 min of your training, 3 objectives per session. If your learning objective starts with “understand” – it's a bad one. Think how you are going to measure it. Use Bloom's taxonomy.

5. Break down a long session into a few short ones

Think how much you personally can focus on a Zoom training without starting to check your email, eating, cleaning your desk. Try not to go for more than 1.5-2 ours at once.



6. Plan time

Add about 50% more time compared to the face-to-face training.

7. Develop activities

Telling is not training; use exercises to ensure that learning happens. 60-70% of your training should be tasks and discussions. Include an opportunity for interaction every 7 minutes.

8. Practice giving instructions

Always over-communicate to your participants: what you want them to do, how, by when, in what format, with whom, what they should have at the end, what will happen next, etc. Provide instructions in writing!

9. Know your tools

Padlet/Miro as an alternative to sticky notes? Mentimeter/Kahoot to run polls? Make sure to read and have at hand guides on functions of the tools you will use, e.g., on managing breakout rooms in Teams/Zoom.

10. Do a dry run

Do a tech check. Have a backup plan. Have a second person with you to cover for tech issues (e.g., assigning people to breakout rooms) and troubleshoot.

Want more support? Contact the Surge Learning Team at surge.learning@ifrc.org