



VILT Scheduling Preparation

Preparing a virtual classroom for scheduling and conducting training sessions involves several steps to ensure smooth, efficient, and engaging learning experiences for participants. Here are some examples:

- 1 Choose the Right Platform:** Select a virtual classroom tool; Platform features: Ensure the platform has features like screen sharing, breakout rooms, chat, file sharing, whiteboards, and recording.
- 2 Prepare the Virtual Classroom Setup:** Create accounts; Install necessary software; Test functionality; Set up roles: Assign host, co-host, or moderator roles to other trainers or assistants if necessary.
- 3 Schedule the Training Sessions:** Set up a calendar: Use an online scheduling tool, such as Google Calendar or Outlook, to send meeting invitations for the audience and the trainers (trainers invite example here); Set the training schedule: Choose convenient times for participants across different time zones (if applicable) and avoid overlapping sessions; Automate reminders: Set up automated email reminders with session details a day or a few hours before the event.
- 4 Create a Detailed Agenda:** Session objectives; Time management: Allocate specific time slots for each part of the session (introduction, activities, Q&A, breaks); Resource sharing: Prepare and share any pre-session materials.
- 5 Prepare Training Materials:** The presentation/s; Interactive tools: Incorporate polls, quizzes, breakout rooms; Multimedia content: Include videos, charts; Upload resources: Share files or links in the virtual classroom before or during the session for easy access.
- 6 Ensure Good Audio and Video Quality:** Good internet connection; High-quality audio and video and Lighting and background.
- 7 Prepare for Interaction and Engagement:** Chat management: Set rules for how questions and comments will be handled; Assign tasks: Delegate tasks like monitoring the chat or managing breakout rooms to assistants or co-hosts; Breakout rooms: prepare breakout room topics and assign participants to groups in advance, if possible.
- 8 Recording and Feedback Mechanisms:** Record sessions; Capture Attendance; Send the post-session survey: Prepare feedback form or post-session survey to get insights into the effectiveness of the training; Follow-up resources: Share any additional resources, recordings, or summary notes with