

# YOUR GUIDE: CONVERTING ILT TO VILT

## How to Successfully Maneuver in a Virtual World

Running a successful virtual instructor-led training (VILT) takes more than just loading your face-to-face PowerPoint presentation into a virtual classroom. In order to create an outstanding learner experience, instructor-led training (ILT) activities will need to be re-designed for the VILT classroom, facilitator guides and participant guides will need to be overhauled to reflect delivery in a VILT classroom, and facilitators crossing over from the ILT to VILT classroom need the necessary skills to deliver the training. Also, a VILT should be no longer than 90 minutes. Before going any further, you want to answer these questions:

Do you have an ILT deck?

Do you and your participants have access to virtual classroom tools and headsets?

Will the participants have a quiet place to join the session?

Can content be adequately divided into small chunks?

IF YOU  
ANSWERED  
“YES”  
TO ANY OF  
THESE QUESTIONS,  
USE THE  
FOLLOWING STEPS  
TO CONVERT YOUR  
ILT INTO A VILT.





# STEPS TO CONVERT YOUR ILT TO A VILT

## Step

### 1 REVIEW Structure of your Current ILT Deck

**IDENTIFY COMPONENTS OF TRAINING:**  
Information and knowledge-sharing activities, i.e., applications, role plays, reflection, etc.

Assess  
timing

Chunk content  
into small units

## Step

### 2 MODIFY Your Deck and Redesign Activities Using VILT Interactions

#### Deck Design and Flow:

- Structure the VILT similarly to an ILT
- Use visual cues for topic transitions

#### Media:

- Use audio and video sparingly
- Do not embed videos
- If using video, have links prepared and open in a separate tab
- Eliminate animations

#### System Training:

- Test early and often
- Follow a script and test timings for demo
- Include screenshots for critical system demo points

#### Interactivity:

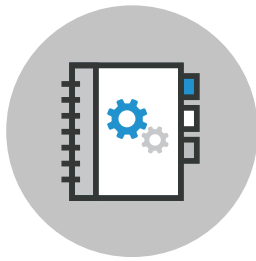
- Vary interactivity type
- Use polls to gather opinions and test audience understanding
- Use tools for instant feedback and Q&A facilitation
- Use a whiteboard to brainstorm in real-time
- Use group chat to communicate reminders and post links
- Use the webcam to build rapport with your audience
- Use interactivity that supports lesson objectives
- Use breakout rooms to foster collaborative learning

#### For 90-Minute VILT, include:

- Four polls and chats
- Six Q&As and status changes

# Step

## 3 CREATE Facilitator and Participant Guides



Make guides  
engaging and  
easy-to-navigate

Use imagery  
and icons

Make guides  
interactive

Provide  
directions  
to help  
facilitators and  
moderators  
effectively prep for  
the session

# Step

## 4 PREPARE Your Facilitators, Moderators, and Learners for VILT

### Preparing Facilitators and Moderators for Success:

- Use a moderator so the facilitator can focus on delivery
- Choose trainers and moderators well versed in virtual classroom facilitation
- Run mock sessions to practice and identify any gaps
- During breakouts, facilitator should check in on each group
- Include screenshots for critical system demonstration points

### Preparing Learners for Success:

- Establish relevance by addressing what will be covered
- Add information about virtual classroom interactive tools to deck
- Provide information on how to be a good virtual learner, i.e., phones on silent, video function on

## RESOURCES

- [Adobe Connect Webinars](#)
- [WebEx Resources](#)
- [Zoom Resources](#)
- [GoTo Training Resources](#)
- [GP Strategies' Virtual Facilitation Tips](#)
- [GP Strategies COVID-19 Help Center](#)
- [Health Pandemic? Won't stop the spread of knowledge](#)

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