

Training Employees Remotely

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Nicole Ozburn, MBA, SPHR
Synergize HR Consulting



Heffernan Consulting | 1350 Carlback Ave, Ste. 200 | Walnut Creek, CA 94596 | Ph: 800-234-6787 | www.heffins.com

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- The information presented is general in nature and is intended to present an overview of employment practices. The written and verbal contents of the presentation are not intended to constitute consulting and/or advice and no client relationship is established between the presenter and attendees.



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Agenda

- A. What is Remote Training?
- B. Taking Inventory of Training Programs
- C. Developing Content
- D. Addressing Distractions & Involving Participants
- E. Tips and Tricks
- F. Post Training Evaluation



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Polling Question #1

Due to the pandemic and shift to remote work, we have made the following adjustments to our employee training program:

- a) We've purchased access to online training programs.
- b) We've adapted our in-house training to be conducted online.
- c) Our employee training efforts have been stalled because we have not been able to successfully pivot online.
- d) We've been successful moving in person functions such as onboarding to online and regularly conduct training in a virtual environment.



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Facts and Stats for eLearning

- eLearning typically requires 40%-60% less employee time than learning the same material in a traditional classroom. (Brandon Hall Study <http://www.brandon-hall.com>)
- eLearning increases retention by 25% - 60% compared to traditional classroom training which is only 8% - 10%. (The Research Institute of America)
- Participants learn nearly 5 times more material without increasing time spent in training. (IBM Report 2013)
- IBM saved approximately \$200M after switching to eLearning. (IBM Report 2013)



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What is Virtual Training?

- eLearning Modules
- Person-to-Person Training conducted online
 - Simulates the traditional classroom environment or learning experience.



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Take Inventory of Training Programs

- Identify your strategic goals and objectives.
- Focus on your most important needs.
- Assess your employee's technology skills.
- Leverage relationships with vendors.



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ADDIE Model of Instructional Design



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Polling Question #2

Tools I've used in online training:

- a) Virtual break out rooms
- b) Polls
- c) None
- d) I've used multiple tools



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Develop Engaging Content



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Adult Learning



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Make waiting interactive

- Create exercises, polls, or word puzzles to play for early attendees.
- Conduct technical checks.
- Communicate with attendees before the event.
- Introduce the trainer.



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Polling Question #3

I've experienced the following distractions during virtual learning or meetings:

- a) Kids
- b) Pets
- c) Deliveries or outside noise
- d) You name it – all of the above or something different!



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Distractions



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Involve Participants



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**FAILING
TO PLAN IS
PLANNING
TO FAIL**



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Technology



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What's Your Platform?



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Technical Difficulties



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You're on mute.



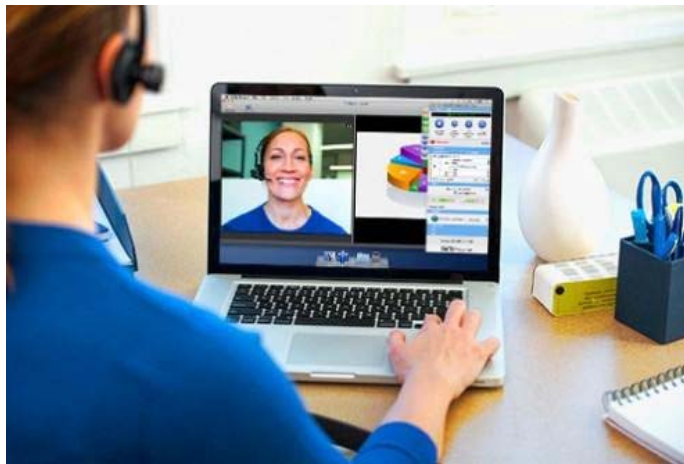
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Communication



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Find energetic facilitators



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Two People Are Better Than One



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Create Facilitator Guides



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Post Training



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Allow for breaks



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Helpful Resources

Virtual Training Platforms:

- Webex Training
- Adobe Connect
- ClickMeeting
- GoToWebinar

Webinar Software:

- Livestorm
- Demio
- WebinarJam
- WebinarNinja

Online Whiteboards:

- Miro
- Stormboard
- IPEVO Annotator
- Limnu

Polling Software:

- Slido
- Pigeonhole Live
- Vevox
- TurningPoint



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Discussion and Questions

Thank You!

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