



Virtual Training

Best Practices

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Virtual Training – Best Practices

Basics

Dress to impress – looking professional keep audience from being distracted.

Good lighting – front lighting important so participants can see you.

Good microphone or headset – nothing is worse than poor audio.

Speak slowly and clearly – remember they are trying to learn.

Know your audience - as you prepare your materials –What is important to them.

Center yourself in screen with good simple backdrop – or virtual background

Open and practice PowerPoint (before, scripted) – be comfortable and knowledgeable with all information on your slide.

Software & Browser opened and ready – turn off background icons for an uncluttered screen.

Limit your session to a maximum of 45 minutes – when possible; participants only absorb so much information.

Plan a break in between sessions - to insure you're ready for the next meeting, avoid scheduling meetings back-to-back without a break in case the participants need to start early or end late and for you to get a coffee break!

Make the session interactive and engaging – Ask questions often and have them share screen during training to ensure proper feedback and make the session more didactic.

Advanced

Encourage dial in - even if they are connected through VoIP.

Provide pre-and post-session resources – Send preparatory material before session and Ppost message thank you with any additional material s to reinforce your message. Perhaps with a recording of the session.

Minimal text on screen - and spell out the rest yourself in your presentation. People have difficulty reading and hearing at the same time.

Additional Resources

Zoom

1. ["Show Me" Videos - Zoom Learning Center \(learn-zoom.us\)](https://learn.zoom.us/)
2. [Five Ways to Look and Sound Better on Zoom - Georgetown University](#)

Teams

1. [Microsoft Teams video training - Microsoft Support](#)
2. [Microsoft Teams: How to master remote work beyond the basics | ZDNET](#)

Microsoft PowerPoint

1. [PowerPoint for Windows training - Microsoft Support](#)
2. [Record your presentation \(office.com\)](#)
3. [Presenting with cameo - Microsoft Support](#)

Virtual Background and Virtual Cards

1. [Digital Business Cards | HiHello](#)



More Resources

This is but a sample of the many resources I make available to my clients. I spend most of my time putting together the best materials to assist you in becoming a better presenter to whichever audience you choose.

More resources can be found here at my website MattMetzger.com

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