

ILT to vILT Conversion Tips



Covid-19 has made it very hard, if not impossible, for companies to host Instructor Led Training event as they had in the past. Fortunately, L&D organizations have an option to offer the business that we have been using for the past 10+ years. Virtual ILT (vILT), can provide the same instructional impact to distributed remote learners as it would to a classroom-based audience. If you want to convert your existing ILT to vILT, here are some tips that can help.

Instructional Design “Do-Over”

ILT to vILT is not a straight 1:1 conversion. The following are some Instructional Design basics that we should do BEFORE the conversion.

- » Review and revise objectives to match the virtual learning environment.
- » Determine what content can be delivered as a self-paced pre or post vILT assignment.
- » Chunk and re-sequence content. Determine which topics can be combined and the ideal sequence/flow of content for virtual delivery.

Design interactivity & engaging activities

We cannot allow vILT to become “death by PowerPoint” sessions. We need to design in frequent and meaningful interactions that keep learners engaged. It is so easy for distractions and multi-tasking to lose a virtual learner. Please consider utilizing the following features that most virtual learning platforms have:

- » **Chat.** Ensure that the Chat feature is enabled so that learners can ask questions.
- » **Whiteboard.** This feature is great for real time collaboration and active learner engagement.
- » **Breakout Rooms.** Most ILT classes have small group exercises and activities, online breakout rooms provide a great opportunity to replicate this. Having a Producer to manage this process behind the scenes is critical to allow the instructor to “hop” from room to room to listen in and coach.
- » **Polling.** Polls are a great way for the instructor to gauge where learners are, assess understanding of content and to introduce new topics.

Assign a Producer for EVERY session

We recommend having a Producer behind the scenes to supplement and support the instructor throughout the vILT session. The Producer plays a vital support role before, during and after the vILT session, not only for the instructor but for all students. Key Producer responsibilities include:

- » Provide detailed tool instructions to students (using polls, whiteboard editing features, chat etiquette etc.)
- » Assign and manage breakout room attendance
- » Post and present polling responses
- » Aerve as gatekeeper of student questions in Chat
- » Troubleshoot any and all technical issues



2 Hr Max seat time (no exceptions)

It is critical to keep vILT sessions short and engaging, especially with all of the potential distractions that remote learners have before them. Many articles say that the optimum seat time for vILT sessions should be between 60-90 minutes. We feel that setting a “not to exceed” target of 2 hours will give you more flexibility when converting your ILT class. You may have to have two or more separate vILT sessions to replace the old ILT. Hopefully, your LMS can manage the assignment of a single course with multiple sessions and pre- and post-event assignments.

Select the appropriate hardware & software

- » Make sure that the web conferencing platform has the capability to support Chat, Break-Out rooms, Whiteboarding and Polling.
- » Invest in a high-quality microphone and webcam for the instructor. Poor quality equipment can have a negative impact on learning effectiveness.

NEED HELP?

LTS has significant experience converting and repurposing instructor Led Training into Virtual/Digital formats. If you are interested in engaging one of Instructional Designers to help you repurpose your ILT sessions, [please contact us today.](#)