

# ADAPTING IN-PERSON TRAINING FOR VIRTUAL LEARNING

Our example below shows how to convert an instructor-led learning module for a virtual audience.

## IN-PERSON SCHEDULE

Improving Communication Outcomes When You Are The Sender  
(75 Minutes)





TOPIC	ACTIVITY
What Makes Messages Clear	 Brief Presentation
Opportunities To Create Clarity	 Group Discussion
Practice	 Role Play
Why It's Important to Understand Your Audience	 Brief Presentation
Who Is Your Audience?	 Survey Group Discussion
Best Practices	 Review

## VIRTUAL SCHEDULE

SENDING CLEAR MESSAGES  
(45-50 MINUTES)

TOPIC	ACTIVITY
Welcome Back	 Welcome Question
What Makes a Message Clear	 Brief Presentation
Good and Bad Examples	 Group Discussion
Practice	 Role Play in Small Groups
Wrap Up	 Review

KNOW YOUR AUDIENCE  
(45-50 MINUTES)

Welcome Back	 Welcome Question
Why It's Important to Understand Your Audience	 Brief Presentation
Who Is Your Audience?	 Review Pre-session Question
Best Practices	 Brief Discussion <i>Possible Group Discussion</i>
Wrap Up	 Action Planning

When adapting your training material for virtual learning, keep in mind that less is more.

Break up your content into small modules and utilize the time before and after your session for additional activities and preparation.