



Lifelong Learning Programme

Leonardo da Vinci Transfer of Innovation

VITA - Virtual learning for the management of successful SMEs in Europe

Ref. nr. 2008-I-PTI-LEO05-0041 I

Checklists for Trainers in 3D Environments

(built out of experiences in training for VITA – virtual learning)

2 weeks before the training

- check the objectives of your training
- check the preparation documents (target group, time plan, additional links and documentation)
- verify the administrative procedures (exact timing of sessions, time to wait for participants, handling of the participant list, handling of eventual skill check lists)
- contact your trainer colleague for aligning a preparation training
- check all necessary tools in the 3D environment
- check all additional websites
- check all additional documents for the participants
- train your training to feel really comfortable

2 days before the training

- finalize the training preparation
- check the participant list
- verify that the timing did not change
- exchange experiences with trainers of previous modules
- check your internet connectivity on the place where you will conduct the training
- verify your audio equipment
- finalize the time plan and the prepared task texts which you will want to copy to the session chat
- check if you can access the necessary administrative files (participants list, skills check list)
- open the 3D environment and try all necessary tools. If possible already arrange the tools for your session in the virtual session location

2 hours before the training

- check your internet connectivity
- check your audio equipment and setup
- prepare your office with a “do not disturb – remote training in progress” sign or similar
- open the administrative files (participant list, skills check list)
- open your session preparation file with the ready prepared task-texts
- open additional preparation material and websites (in different tabs of a browser window) to check their availability
- prepare something to drink
- open the 3D environment
- check and prepare
- meet your trainer colleague for some small talk and clearing of last doubts.
- if it was not possible before, arrange your tools in the virtual session location

Relax, enter mentally into your virtual 3D classroom which gives you lots of more tools than a traditional classroom, relax again, concentrate – and enjoy!