



## Virtual Training Checklist

### MODERATOR

### PROGRAM MANAGER

#### 4 WEEKS IN ADVANCE

- Contact instructor(s), discuss learning topics and learning needs with them. Set training tentative date.
- Prepare and submit the Class Request Form and instructor(s) introduction bio to Program Manager. (For CCL: confirm CEU requirements are met.)

- Input Class Request Form data into OLM and communicate this to Moderator.

#### 3 WEEKS IN ADVANCE

- Attend training on use of virtual learning platform with instructor(s) and Program Manager.
- Schedule and conduct training for instructor(s) and Moderator on use of virtual learning platform.
- Create training flier, if advertisement is needed. (For CCL: provide moderator with template for class flier; provide HHS with monthly flier template.)

#### 1 WEEK IN ADVANCE

- Participate in dry-run of virtual training with instructor(s) and Program Manager.
- Coordinate dry-run of virtual training with instructor(s) and Moderator.

#### 48 HOURS IN ADVANCE

- Schedule and send training invitation to participants and instructor(s) electronically.
- Provide Moderator with the list of participants.

#### MAKING IT WORK (MODERATOR)

- Arrive 15-30 minutes in advance of virtual training.
- Test out system with instructor (s).
- Consider welcoming participants; inviting them to introduce themselves; introducing instructor(s) using their bio.
- Verify names and take attendance throughout the training using OLM sign in sheet.
- Monitor chat for instructor throughout the training.
- Remind participants to complete electronic evaluation to obtain attendance credit/CEUs.

#### WITHIN 24 HOURS

- Provide Program Manager with completed sign-in sheet electronically.
- Send out electronic evaluation to attended participants. Inform them that they are required to complete it. Update class attendance in OLM.

#### WITHIN 72 HOURS

- Close class in OLM and file records electronically with instructor records, class handouts, sign in sheet, evaluation summary.
- (For CCL: Create CEUs for participants. Provide CEUs to Moderator who will distribute them electronically to each individual participant. )

#### WITHIN 1 WEEK

- (For CCL: Distribute certificates electronically.)