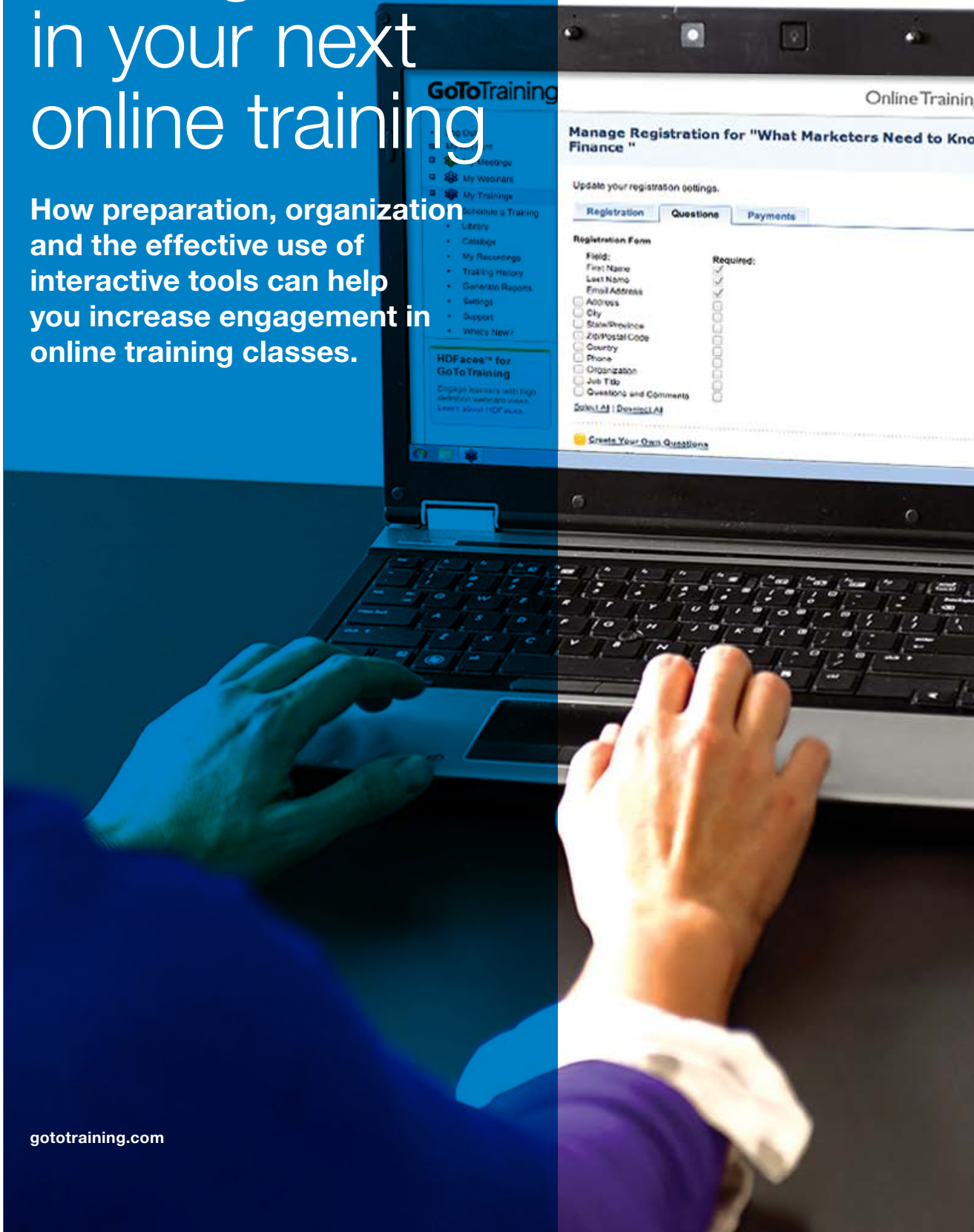


5 things to do in your next online training

How preparation, organization and the effective use of interactive tools can help you increase engagement in online training classes.



Online training has come a long way in the last few years. Virtual classroom solutions now provide a rich set of features that can enable you to train online—in much the same way you teach in a traditional brick-and-mortar classroom. These 5 tips are meant to inspire your next online training session to be the best one yet.

5 things do you in your next GoToTraining session

- 1. Prepare and engage before class starts.** Ask probing questions in your online registration form. Using the registration process to ask questions of your learners gives you the opportunity to tailor your presentation to your participants' needs. It also allows you to get to know your group before the event. Ask your registrants why they chose to attend the session, what they want to get out of the class or what information would make the session the best use of their time. Also, create a process that will allow registrants to submit any questions they might have. One approach might be to use a social workspace specifically for the purpose of collecting pre-class questions and comments. Not only will this information help you to build an online class that is more likely to succeed, but asking for questions and suggestions gets your participants thinking about the content and prepares them to participate in the class.
- 2. Stay organized.** An online event is a lot to keep track of; using a social, collaborative platform like Podio can help you keep class materials, registration lists, files and dates organized—all in one place. By setting up a private workspace in Podio for each of your classes, students can post questions, access materials, get to know classmates and share information before and after the class. No matter how you do it, try to offer your students a place to collaborate, because lively discussion will no doubt improve knowledge retention.
- 3. Use video conferencing to engage learners.** Your attendees are more likely to participate and engage with you if they can see who is speaking, so turn on your webcam at the start of the session to introduce yourself and allow your audience to get more familiar with you. If your learners have webcams, you can enliven the Q&A or other interactive exercises by allowing individuals with questions to share their webcams to create a face-to-face environment. Using high-definition webcam video can help you spot visual cues that can be a valuable guide to understanding learners' responses and engaging them more effectively. Video feeds are also helpful during panel discussions to help

“ We use GoToTraining to remotely train customers on our hardware and software. It's convenient for everyone and has cut travel costs by 70 percent. Plus, by recording the session, we enable customers to get the training out to people who couldn't attend. ”

*Scott Kingsford
Technology Services
Manager
PCO, Inc.*

the audience keep track of who is speaking. Note that if you wish for your participants to pay close attention to your content during the class, you can turn off the webcams after the introduction and then turn them back on for Q&A or other interactive segments of the session.

- 4. Go social.** Social learning isn't a fad; it's an opportunity for your participants to start and continue the learning experience before, during and after your class. Creating a hashtag on Twitter is as easy as putting a # in front of the word or phrase you want to coin for the class (e.g. #GoToTrainingTips or #hrfacts). Just make sure there are no spaces in your hashtag. Creating a hashtag makes your phrase searchable on Twitter, which means you can keep track of the conversation before, during and after the class and respond or add comments if you like. You can also see who used the hashtag, so you can reach out to people who took interest in the topic with valuable information on similar or follow-up topics.
- 5. Record your class.** Pressing **Record** not only ensures that students will have an archive to refer back to, but recording your classes also means you can critique your own delivery and design and offer the content on demand in addition to your live session. Essentially, recording helps you get more leverage out of each class, and doing so in GoToTraining is as easy as clicking a button. To pause a GoToTraining recording, just click the **Record** button again. You can pause and restart a recording as many times as you like during the session. After the session, you can choose to host the file through GoToTraining, download it and post it into the collaborative learning workspace you set up for your class or host it elsewhere (like on YouTube or Vimeo).

Bonus tip: Offer audio options.

Audio is the crutch of web conferences, so it's worth considering the best audio options for your needs. One of the best ways to keep costs down while extending your reach and making sure everyone has easy access into the online class is to offer multiple audio options, like toll-free and international phone numbers. [Learn more](#) about integrated audio conferencing for GoToTraining.

Conclusion

The success of your online classes largely depends upon the preparation you put into them and how well you use the tools you have to engage your learners. Using these tips, you can create engaging, effective online classes and prove that online training offers all the interactivity of an in-person class without requiring students or presenters to travel. It's a win-win.

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North America

Citrix Online, LLC
7414 Hollister Avenue
Goleta, CA 93117
U.S.A.
T +1 805 690 6400
info@citrixonline.com

Europe, Middle East & Africa

Citrix Online, UK Ltd
Chalfont Park House
Chalfont Park, Gerrards Cross
Bucks SL9 0DZ
United Kingdom
T +44 (0) 800 011 2120
europe@citrixonline.com

Asia Pacific

Citrix Online, AUS Pty Ltd
Level 3, 1 Julius Avenue
Riverside Corporate Park
North Ryde NSW 2113
Australia
T +61 2 8870 0870
asiapac@citrixonline.com

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