



TenStep Supplemental Paper

13 January 2004

E-Trainers

Today, traditional trainers must learn to equip themselves to handle e-training. Classroom training is definitely easier on trainers since participants' feedback provides greater scope for immediate and interactive improvisation.

The following tips can enable e-trainers to make a transition from classroom to Web training and to conduct a successful live online class.

- A clear objective is crucial for a successful online training program.
- Audiovisuals must be carefully prepared in alignment with the objective of the program.
- Interactivity is essential to retain participants' interest and periodically tests their comprehension levels.
- Regular practical examples reinforce learning.
- Use of graphics and color sustain participants' focus.
- A congenial atmosphere facilitates participants' free expression of thought. Lead the session by virtue of authority and expertise.
- Build the participants' confidence in online training.
- Evoke enthusiasm by adopting a conversational tone instead of employing a dull pedantic style, which is a major turn off.
- Being organized is mandatory - everything needs to be in place and every activity should be practiced to acquire expertise and anticipate problems.
- Solicit learners' feedback about the pace of the class to know if you are in sync with them.
- Be open to criticism without allowing your ego to interfere. Time management and navigating technology are the major obstacles that e-trainers need to overcome.

It's perfectly fine to be skeptical about getting into virtual training from classroom training; however, trainers need to learn continuously to evolve into sought after trainers, which will benefit them enormously in the future.