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In-Sync

Trainers who have made the transition from traditional to virtual classroom training are often unable to fully utilize all the interactive tools available to them. They find it difficult to focus on facilitating sessions while simultaneously handling the technical aspects.

Team teaching can provide a viable solution to this problem. An assistant trainer or a facilitator can help to make programs trouble-free, fast moving and interactive, allowing trainers to focus on content.

Tips to ensure success of synchronous team teaching:

- **Create an assistant trainer's guide.** Include specific instruction for activities such as writing on the whiteboard, conducting warm-up exercises, pasting texts into a chat area, etc. The guide should help the trainer with these activities in the absence of an assistant trainer.
- **Hold briefing sessions.** This meeting should be where the trainer and the facilitator decide on how things should work. The trainer can lay the ground rules for answering questions.
- **Set emergency protocols.** Plan for eventualities, such as what would happen if the trainer drops offline and the facilitator is left with the participants. He should know when to call for a break or type participants' questions into chat and be prepared to conduct exercises if the trainer experiences technical difficulties.
- **Rehearse.** This should be done in a realistic environment. Determine if the trainer, facilitator, or participants log in behind firewalls or with dial-up modems. If the trainer is remotely located, the rehearsal should be conducted as such.
- **Set ground rules for the course.** The facilitator must know how to deal with participants who join late or leave early.
- **Equip the facilitator with both participant and leader material.** He can be of help both to the participants and the trainer throughout the session.
- **Instill trust.** The trainer and assistant trainer must trust each other to succeed as a team.
- **Debrief.** After the session, discuss what went well and what needs improvement or change.

Summary

Since most courses might not require two people, virtual courses will benefit from team teaching. This also ensures a back up for training.