



george james ltd



Making Remote Training Effective & Fun

OUR KEY LEARNINGS

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Making Remote Training Effective and Fun – Our Key Learnings!

In the current pandemic, many of us have had to adapt to find other ways to work. Remote calls, video meetings and on-line conferences have become the norm. Applications such as Zoom, MS Teams, WebEx and many other applications have become part of our daily lives, not just for business, but also to keep in contact with friends and family.

At **george james ltd** we have also had to change the way that we work since our training was previously mostly based around classroom delivery. We have embraced remote training delivery since the very start of the pandemic and have found that remote training is an enormously powerful tool to keep people energised and working to the best of their ability in the field.

Here are our 8 key learnings when delivering remote training that we thought would be useful to share with everyone – after all most organisations spend a significant amount of money training Salespeople, Partners and Customers etc so we hope these tips and hints are useful to you in optimising your training events!

1. **Keep it bite sized!** Our experience has found that 90 minutes to two hours per session is best for maximum effectiveness and to ensure the learning “sticks”. Keeping to this length of time helps ensure everyone feels fresh, engaged and energised, whilst being sufficient time to give everyone chance to share their own inputs and ideas.
2. **Preparing and distributing pre-course ‘homework’** gets everyone thinking about the subject matter prior to the session. This gives all the attendees a connection to the content and can stimulate ideas of their own that they want to share in the training often by way of case studies. Participants arriving at the training already engaged ensures you make the absolute best use of the time.
3. **Less is more!** It has proved far more effective in embedding learning by focusing on a small number of key topics, rather than trying to cover too much content, in too short a time.
4. **Get people engaged** preferably within the first 5 to 10 minutes and keep it interactive and presentation ‘light’. Organising a team activity, such as a brainstorming exercise ensures everybody gets involved from the start and that they feel engaged and motivated to learn.
5. **Breakout room exercises work wonderfully well** – whether they are role plays, group discussions, or brainstorming exercises. Breakouts get people working together on a common topic which is not only engaging but also highly motivational, with the additional value of building team spirit and commitment. People love the breakout rooms – but don’t overdo it! Two breakouts in a two hour session is about right.

6. **Getting the video and audio right matters.** People can very quickly feel disconnected from the training if their input is not being heard, or they cannot be seen properly. In addition, the training becomes far more integrated and involving if everyone can be seen and heard, just as in a real classroom.
7. **Follow up, follow up, follow up!** Scheduling a follow up session around 4 weeks after the remote training session has proved vital in embedding the learning. Asking the participants to report back on what they have applied and are now doing differently in their daily work ensures the training lives and breathes beyond the initial training class and promotes a growth mind set.
8. **Be mindful of class size** in relation to the objectives you are seeking to achieve, the training content being delivered, the extent of the interaction you want etc.

In summary we believe that remote training is an effective, flexible, cost effective and fun way to deliver and receive effective training. We believe that, even once the current situation improves, and we can travel and meet more often, remote training well delivered will be here to stay!