VIRTUAL INSTRUCTOR-LED TRAINING FACILITATOR PREPARATION TASKS

TIMING	PREPARATION TASKS
2 weeks before the session	Identify and create a list of participants, including their e-mail addresses. Send a session introduction and welcome letter to all participants and describe any pre-work required.
3 days before the session	Send an e-mail message to all participants to remind them of the upcoming session and to confirm they have received / downloaded the session materials. If applicable, describe any preparation required. For example, a facilitator may ask participants to describe a problem or opportunity they see in the organization that, if solved, would have a major impact on increasing revenue or decreasing expenses. Schedule the delivery of lunch for all participants at the designated lunch hour in adherence with your company policy. Review the facilitator guide, participant guide, and session slides to ensure you are familiar with the content. For participants that recently registered for the session, send an introduction and welcome letter and describe any pre-work required.
The morning of the session	Be ready at least an hour ahead of time to make certain there are no technical concerns. During this time, talk to your moderator to ensure you are on the same page about communicating with each other during the session using the private chat window, Skype chat, etc.
1 day after the session	E-mail a feedback survey to participants. You can use an online tool such as Survey Monkey®. Remind participants of the established social media space where they can find resources to help them complete the homework assignment.
2 days after the session	Provide assessment feedback from participants' post-tests if applicable.
2 weeks after the session	Follow up with participants on their homework assignment. Provide feedback to participants on their completed homework assignment.