

Flight Plan Checklist

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- ☐ View the room *before* your training day.
- ☐ Know who your participants are. When possible, send out a survey to discover their specific characteristics, needs, anxieties, previous experiences, level of expertise, etc.
- ☐ Oversee the room setup.
- ☐ Ensure that all the technology works.
- ☐ Find out how to control the temperature.
- ☐ Arrive at least forty-five minutes early on the training day.
- ☐ Rehearse in the room; practice the first five minutes of your class *out loud*.



- ☐ Deeply know your Webinar platform. Practice all the tools and be ready to use them.
- ☐ Know who your participants are. When possible, send out a survey to discover their specific characteristics, needs, anxieties, previous experiences, level of expertise, etc.
- ☐ Double-check your network connection and have a backup plan.
- ☐ Test all the technical components of your platform at least one hour before training begins.
- ☐ Close out sources of noise or interruption.
- ☐ Practice the first five minutes of your class out loud.