



# VBA INSTRUCTOR TRAINING COURSE

## Activity Practice Checklist

Use this checklist during a dress rehearsal for a virtual training class.

Topic	Questions to Ask	Changes to Make for Next Time
<b>Activity Choice</b>	Is this the best activity for the learning outcome?	Be aware of new ways to present the material. Add more interaction.
<b>Activity Flow</b>	How well do the activities flow from one to the next?	Insert information at the beginning of the lesson reviewing the last topic and at the end telling the next topic.
<b>Activity Transitions</b>	Are the transitions between activities smooth and seamless?	Add question and answer slides at the end of each topic. Add slides that tell students what is next.
<b>Instructions/Directions</b>	Do the participants know exactly what they should be doing at all times?  Are any additional directions needed?	Based on questions that were asked, review and improve directions so that more detailed information is provided.
<b>Visual Aids</b>	Do the visual aids (slides, whiteboards, handouts, etc.) match the course content?	Add the use of an additional visual aids. Develop new and interesting handouts.
<b>Timing</b>	How does the actual timing compare to the expected timing?  What activities need more time? Less time?	Respect the need for breaks during the class and for a lunch break. Start and stop class on time. Add or delete additional activities, as needed.
<b>Speaker Transitions</b>	If more than one person is delivering (co-facilitators and/or a producer), are the transitions between speakers smooth and seamless?	Meet with people who have helped with the class to evaluate any changes that are needed.

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For Training Purposes Only

