VILT Facilitator and Tech Checklists

Plan, run and follow up on live virtual instructor-led training sessions

1. Session planner

Session title, audience and group size

By the end, learners will be able to... (2-3 outcomes)

Pre-work (video, reading or short eLearning)

2. 60-minute agenda

Plan an interaction at least every 5 minutes. Keep facilitator talk under about 10 minutes at a time.

Time	Block	Activity / interaction	Who (facilitator / producer)
0:00 - 0:05	Welcome and warm-up		
0:05 - 0:12			
0:12 - 0:20			
0:20 - 0:40	Practice (breakouts)		
0:40 - 0:50	Debrief		
0:50 - 0:55	Commit / apply		
0:55 - 1:00	Close and poll		

3. Facilitator checklist: before the session

- ☐ Outcomes written and shared with learners
- ☐ Pre-work sent 3-5 days ahead
- ☐ Slides cut to what supports the outcomes
- ☐ Interaction planned every 5 minutes
- ☐ Breakout tasks written on a slide
- ☐ Polls created and tested
- ☐ Facilitator guide with timings ready
- ☐ Full rehearsal done with the producer

4. Facilitator checklist: during the session

- ☐ Open with a poll or chat question
- ☐ Use learners' names often
- ☐ Warn before calling on people
- ☐ Give breakouts a task, time and role
- ☐ Check chat at each transition
- ☐ Keep talk blocks under ~10 minutes
- ☐ Ask for one commitment before closing
- ☐ Run a closing poll

5. Producer checklist

- [ ] Join 20-30 minutes early
- [ ] Admit people, manage waiting room
- [ ] Launch polls on cue
- [ ] Open, time and close breakout rooms
- [ ] Answer tech questions in chat
- [ ] Record the session if agreed
- [ ] Save the chat and poll results
- [ ] Note issues for the debrief

6. Tech setup checklist

- [ ] Wired internet or strong Wi-Fi
- [ ] Headset with a microphone
- [ ] Camera at eye level, light in front
- [ ] Platform and browser updated
- [ ] Notifications turned off
- [ ] Second screen for chat and notes
- [ ] Backup dial-in or link shared
- [ ] Captions or transcript turned on

7. After the session

- [ ] Send recording, slides and resources
- [ ] Send one task to apply within a week
- [ ] Review poll and participation data
- [ ] Share key points with managers
- [ ] Debrief with the producer
- [ ] Update the session for next time

Full guide: elearningsolutionslab.com/vilt/ | Need help with VILT? elearningsolutionslab.com/vilt-solutions/