

The Complete Trainer's Checklist

The features you need,
from start to finish



A trainer's work starts long before the first attendee shows up. From creating compelling content to spreading the word and making sure we know our material back to front, building awesome sessions is time-consuming for even the most experienced trainer.

But at least when the session is over we get to kick up our feet and reflect on a job well done, right? Not hardly. There are tests to grade, emails to send, reports to prepare and more. It's enough to make even an experienced trainer's head spin.

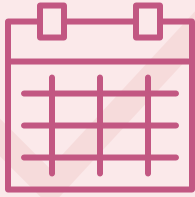
GoToTraining is here to help. With easy-to-use features to help you before, during and after your training, we've got your back (technologically speaking, that is) from start to finish.

Let's get started.

The background is a solid dark pink color. Overlaid on this background are several white line-art icons representing various training and office supplies. These include a large computer monitor at the top center, a stack of books on the right side, a calculator in the center, a spiral-bound notebook on the bottom left, a pencil at the bottom center, and several sheets of paper and documents scattered throughout. The text is centered over the monitor and calculator area.

Before your training

If a trainer trains in the woods, does it make a sound?
It does if you're using GoToTraining to reach your attendees.



Scheduling your training is simple: Just click the Schedule a Training button and go to the My Trainings page. Then pick a date and time, write your description and customize your registration to learn more about your attendees. It's best to schedule your training at least 30 days in advance.

PRO TIP: *Recurring sessions are a great way to help your students remember what they've learned!*

Build your content library with documents, exercises, handouts, tests and other resources. These materials can then be easily stored in your GoToTraining Library and used again. Pre-tests are a great way to test attendees' knowledge before and after the training.

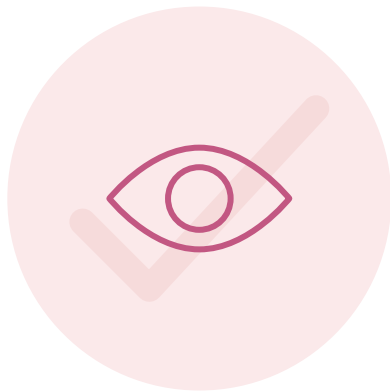


Spread the word. Every class needs students. Share your GoToTraining invitations through email and social media, and customize communication with automated reminders and follow-ups. Plug your training on your voicemail or hold message, or include a link in your email signature.



During your training

It's the big day! Give yourself plenty of time to gather your thoughts.
Upload your online course materials and web links.
Then cue up your activities and hit the Record button.



Hold your learners' interest with Activities, YouTube or Vimeo videos, quizzes and polls. Edit documents, generate immediate feedback, find out whether attendees are learning and, if needed, make adjustments on the fly.

PRO TIP: *Close any applications you won't be using during your training. With GoToTraining screen sharing, your attendees can see everything on your screen — even that celebrity gossip site.*

Know who's paying attention. The GoToTraining attentiveness meter lets you monitor what percentage of your audience has your session window in front of other applications. For greater engagement, launch polls and encourage attendees to click the Raise Hand button to answer questions.



Create and monitor up to six Breakout sessions in GoToTraining. Learners in each Breakout can view PDFs, pictures and YouTube or Vimeo videos. Collaborate and edit docs such as spreadsheets or presentations, and encourage your attendees to share feedback or debate a complex topic.



After your training

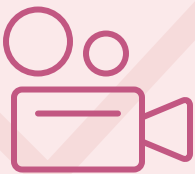
Your training is over, but there's still work to do. Now it's time to review session data, go over test results and read evaluations for tips that will make your next training even more successful.



Take a close look at attendee feedback. Use GoToTraining to easily send follow-up emails to qualified leads and those who couldn't make it. Add post-session tests to reinforce what your attendees have learned.

PRO TIP: Upload your recording — including audio — to the cloud for viewing on any device, anywhere in the world, at any time. Need to run your training again? Just copy it and everything is already configured!

Issue certificates to attendees who have successfully completed the training. Let them know how they contributed to the success of the training. If enabled, a link to the digital certificate will be automatically included in your follow-up emails.



Share your recording. If you recorded your session in GoToTraining, upload it to My Recordings. Include the recording link in your follow-up email or add it as a web link to the Materials page. And, with Online Recording, all it takes one click to upload and store your files.

Get started

Want to see for yourself? Start your free trial at
www.gototraining.com

Ready to go? Schedule your training at
<https://global.gototraining.com/training/trainings.tmpl>

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