



## GISF: Training of Virtual Trainers: What is the role of the 'Producer'?

### Why have a producer for your virtual training?

*"A producer can help transform virtual trainings into trouble-free, fast moving, interactive events that keep learners involved and the facilitator on track. In short, the facilitator/trainers can stay focused on content while the producer takes care of everything else."<sup>1</sup>*

### What are the main elements a producer is responsible for?

- Setting up the training from a practical and technical perspective;
- Onboarding of participants;
- Troubleshooting and assisting participants where and when needed;
- Sharing links and documents and collecting documentation;
- Launching interactive tools like polls, questionnaires, etc.;
- Time management;
- Creating and managing break out rooms;
- Overall managing participants (including, allowing to share screens, mute and unmute, arrange camera and recording settings).

### GISF top tips and tricks:

#### 1. Every training needs one

You can't be the producer and focused trainer at the same time.

#### 2. Be flexible

Things change, you will have to adapt as every training will be different in spite of it maybe even being the 'same' training.

#### 3. Organise a practice run with production plan

Design a training outline with production notes ahead of the training and organise a practice run for the producer and trainer.

#### 4. Have a back-up producer and a back-up plan

When feasible, especially for bigger groups, try to have a second producer to assist the producer in completing their role, this back-up producer should have the ability to take over the role of the producer if technology fails.

#### 5. Create a 'back channel'

As the main communication tool for the trainer/producer(s), facilitator, etc. It is best to choose a platform separate from your training platform in order not to get confused.

#### 6. Practice, practice, practice

A producer needs to familiarize them self and practice on the platforms you are using, this will allow the producer to better anticipate the needs of participants and trainers.

<sup>1</sup> <https://blog.insynctraining.com/the-role-of-the-producer#:~:text=A%20producer%20can%20help%20transform,takes%20care%20of%20everything%20else.>