More tips for training Webex in education:

**In-person training**
If you’re planning on delivering an in-person training session, we recommend small groups of less than 12. It’s just the right size for a balance of interaction, and lets you help your colleagues individually when needed.

**Virtual training**
Keep it interactive! Make sure you include activities that require active participation throughout. It doesn’t need to be complicated. Even simple activities like “please answer a question in the Webex Teams space” keeps attendees engaged.

**Things to cover in your training session:**
- Start by covering the benefits they'll see in their work and future outcomes.
- Download the Webex Meetings and Teams apps.
- How to set up a Team and all the Spaces underneath.
- How to add members to a Team and Space.
- How to join a meeting.
- How to schedule a meeting.
- How to make a call on the fly.
- How to send a message/upload files/use search.

**Use this checklist to get started:**

- **Audience:**
  Make sure you know who’s attending your training, so you can tailor your session to show the benefits important to them.

- **Preparation:**
  Send out instructions with your invitation on how to join your session. Create a space, give it a name like “Webex Training for x” and invite all trainees to the space. Post a welcome message that introduces the space and its purpose. Share any Webex Teams user guides or videos to the space to build up a bank of useful resources. Just before the session, open any slides, applications etc. that you plan on showing. Have your calendar open, so you can show them a calendar invitation when you cover scheduling in Webex Teams. Close any applications that show pop-up notifications.

- **Background:**
  Provide information on why your school has invested in Webex Teams. Set the scene.

- **Relevancy:**
  Come prepared with a few ways Webex Teams can help them achieve their specific goals. In particular, make sure you cover:
  - WIFM (“What’s in it for me?”)
  - What features can really help in their class?

- **Support:**
  Be sure everyone knows where they can post for help and who to go to for support after the fact.

**PRO TIP**
Set small tasks and give positive feedback while delivering your session! Like “change your profile picture” or “share a gif of how your day is going.”