



THE CHECKLIST

Taking Your Training Classes Online

Working on taking your in-person clients digital?

This checklist walks you through the decisions you need to make and the steps you need to take as you go through the process. You may want to work your way through it more than once if you're going to offer different online services – for example, maybe you work through it once to create a plan for taking your in-person clients and transitioning to online zoom classes, then again to create a digital-only course on recalls that you'll create via Teachable. It's flexible like that!

Have suggested additions or edits? We'd love to hear them – you can email us at hello@dogtrainersumbrella.com.

Determine your plan

- Who will be enrolled in your online classes?
 - Current students from your in-person classes? New students? Other?
- What will you be teaching online?
 - Outline your class - how many weeks are you looking at for each? What topics will you cover? What problems does each solve?
- Choose a platform: _____
 - Options include: Zoom, facebook, teachable, podia, google classrooms, kajabi, thinkific, easy classroom and more.
 - If for new students too, how will you take payment?
 - How will you structure your pricing?

Put the pieces in place!

- Set up sample classroom / class
 - Create any demo videos you'll need
 - Create any written materials you'll need
- Do a test run! Be sure to check....



- Your sound: Are you loud enough?
- Your lighting: Can you be easily seen?
- Your technology: Do all the pieces work together the way you want?
- Your enrollment process! (Tip: find someone who isn't you to try enrolling, and tell you about any hiccups they run into! There's sure to be something. That's okay! Now you know and can fix it.)
- Write up instructions for your students on how the platform/class will work. For example, if using Zoom, you may wish to include screenshots for turning on their mic and camera!

Make it happen!

- Set up lectures for at LEAST 2 weeks of your class, so you're a week ahead. Then invite students to join!
- Plan out on your calendar when you'll create the materials for each additional week, to ensure they're ready on time.
- Doing your classes live, via Zoom for example? Make sure you have everything you need in arms' reach before you start! Treats, demo-dog, something for your other dogs to do when not working, etc. You may even want to think about removing your dogs' collar or tags, to avoid jingling noises in the background!
- Check in with students to make sure they're following along, learning what they need to, and getting their questions answered.