

# Tips for hosting a Webex training

Host your own training sessions today!  
When training faculty to get started with Webex, the main focus should be how they'll be more effective in their job and connected to their students.

## In-person training

For in-person training, we recommend groups of less than 12 for the right balance of interaction, and to help individually when needed.

## Virtual training

Better for larger groups, 2-30. Include activities that require active participation throughout.

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

## Use this checklist to get started

1. **Audience:** Know who's attending your training, tailor your session to share the benefits important to them.
2. **Preparation:** Send joining instructions along with your invitation. Create a Webex Space, give it a name, and invite all trainees. Post a welcome message, introducing the Space and its purpose.
3. **Background:** Share why your school has invested in Webex.
4. **Relevancy:** Come prepared with a few ways Webex can help them achieve their specific goals. Cover: “What's in it for me?” and “What features can really help in my class?”
5. **Support:** Be sure everyone knows where they can post and who to go to for support after.

## Things to cover in your training session

1. Start by covering the benefits they'll see in their teaching and student interactions.
2. Learn how to [customize your class](#) with Webex and download the [Webex app](#).

## Topics to teach

**Classroom Collaboration:** Creating a Space, sending a message, uploading files, search, calling on the fly.

**Virtual Meetings:** Scheduling a meeting, how to attend a meeting, watching past classes (recordings).

**Office Hours:** Setting availability, appointments for students and showing confirmation, joining.

Check out our [essentials guide](#) for more tips.

Cisco Webex