

ESSENTIAL VIRTUAL & HYBRID CLASSROOM PRODUCER SKILLS: SELF-ASSESSMENT



Welcome to InSync Training's **"Essential Virtual & Hybrid Classroom Producer Skills: Self-Assessment"** worksheet. This tool is designed to help you evaluate your current proficiency in the key areas required to succeed as a virtual classroom producer or host. Whether you're supporting live sessions, managing platforms, or partnering with facilitators, these skills are critical for learner success in virtual and hybrid environments.

How to Use This Tool:

1. **Review the Skills:** Each section outlines a critical production skill. Read the description and score yourself from 1 (Poor) to 5 (Excellent).
2. **Self-Assess:** Use the "Evidence & Challenges" area to reflect on how you've demonstrated each skill or where you've faced difficulties. We've included short examples to help.
3. **Identify Learning Resources:** Each section includes blog posts and tools from InSync Training to help you further develop that competency.

TECH MASTERY

As a producer, technical confidence is essential. This section focuses on your ability to operate virtual platforms smoothly, support interactive tools, and troubleshoot technology challenges so learning stays on track.

MASTER THE PLATFORM

Operate the virtual classroom platform (Zoom, WebEx, Teams, etc.) confidently, including advanced features and troubleshooting.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You independently managed polls, breakout rooms, and screen sharing in Zoom without needing facilitator guidance.

Challenges: You sometimes forget where to find advanced settings in less-familiar platforms.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Workshop

Virtual Classroom Platform Deep Dives

<https://www.insynctraining.com/courses/vc-deep-dives>

Blog

The Human Touch—Could AI Replace the Virtual Classroom Producer?

<https://blog.insynctraining.com/could-ai-replace-producer>

Workshop

AI-Augmented Virtual Learning Masterclass

<https://www.insynctraining.com/courses/ai-augmented-vl-mc>

TECH MASTERY

Launch & Support Interactive Elements

Manage breakout rooms, polls, whiteboards, and other tools that drive interaction.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You launched three polls, shared a whiteboard, and opened breakout rooms while the facilitator continued teaching.

Challenges: Sometimes miss cues from the facilitator about when to launch an interaction.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Workshop

Virtual Classroom Platform Deep Dives

<https://www.insynctraining.com/courses/vc-deep-dives>

App-Enhanced Virtual Classroom Engagement

<https://www.insynctraining.com/courses/app-enhanced>

TECH MASTERY

Anticipate and Handle Tech Disruptions

Proactively troubleshoot and manage unexpected issues to minimize session disruption.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You guided a participant to reconnect audio while helping the facilitator continue without delay.

Challenges: It's challenging to troubleshoot for participants using different devices or browsers.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Certificate

Master Virtual Producer

<https://www.insynctraining.com/courses/master-virtual-producer>

Video

Why Do You Need a Producer in the Virtual Classroom?

<https://blog.insynctraining.com/virtual-classroom-producer-5-reasons-video>

TECH MASTERY

Troubleshoot Participant Issues

Help learners resolve access, audio, or navigation issues quickly so they can stay engaged.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You privately messaged a learner step-by-step instructions to fix their microphone so they could participate in discussion.

Challenges: It's difficult to balance helping one learner while monitoring the group chat for other needs.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Blog

Virtual Classroom Producers Can Maximize Training Value

<http://blog.insynctraining.com/lesson-learned-virtual-classroom-producers-can-maximize-training-value>

Certificate

Master Virtual Producer

<https://www.insynctraining.com/courses/master-virtual-producer>

Checklist

Checklist for Facilitating and Hosting Accessible Virtual Classes

<https://blog.insynctraining.com/checklist-for-facilitating-and-hosting>

SESSION MANAGEMENT

Behind every seamless virtual session is a producer who keeps things running. This section highlights your skills in preparing, adjusting, and documenting sessions to ensure professional, efficient learning experiences.

PREPARE THE VIRTUAL ROOM

Set up the session ahead of time with links, uploads, breakout rooms, polls, and access permissions.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You logged in 30 minutes early, loaded slides, pre-assigned breakout rooms, and tested media files.

Challenges: Sometimes run out of time when last-minute changes are requested right before the session starts.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Workshop

Virtual Classroom Platform Deep Dives

<https://www.insynctraining.com/courses/vc-deep-dives>

Certificate

Master Virtual Producer

<https://www.insynctraining.com/courses/master-virtual-producer>

SESSION MANAGEMENT

Execute Timing & Transitions Smoothly

Support seamless pacing by advancing slides, launching activities, and watching the clock.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You provided private time warnings to the facilitator and helped keep the session on schedule with smooth transitions.

Challenges: Hard to stay on time when discussions run long or participants are slow returning from breakouts.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Blog

Virtual Classroom Producers: Five Strategies for Success

<https://blog.insynctraining.com/virtual-classroom-producers-success>

Certification

Facilitation Fundamentals

<https://www.insynctraining.com/courses/facilitation-fundamentals>

SESSION MANAGEMENT

Adapt to Last-Minute Changes

Shift plans smoothly when content changes, learners arrive late, or tech doesn't cooperate.

RATE YOURSELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You quickly reorganized breakout rooms after the facilitator changed groupings mid-session.

Challenges: It's stressful to make on-the-fly adjustments while staying focused on other production tasks.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Certificate

Master Virtual Producer

<https://www.insynctraining.com/courses/master-virtual-producer>

Infographic

Secrets to Hybrid Virtual Training Excellence

<https://blog.insynctraining.com/infographic-secrets-to-hybrid-virtual-training-excellence>

PEOPLE & PRESENCE

Production is more than technical work—it's about partnership and presence. This section explores how you support facilitators, build trust with learners and foster collaboration to create an engaging and welcoming learning environment.

SUPPORT FACILITATOR PRESENCE

Act as a behind-the-scenes partner who enables the facilitator to focus on content and engagement.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You handled all tech setup and monitored chat so the facilitator could focus fully on presenting and interacting with learners.

Challenges: It's challenging when the facilitator expects you to read their mind without clear pre-session communication.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Infographic

The Pillars of Virtual Classroom Production

<https://blog.insynctraining.com/virtual-classroom-production-pillars-infographic>

Blog

7 Considerations When Selecting a Virtual Training Production Partner

<https://blog.insynctraining.com/considerations-virtual-training-production-partner>

PEOPLE & PRESENCE

Communicate Proactively

Keep open, timely communication with the facilitator, learners, and team before, during, and after the session.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You pre-briefed the facilitator before the session, checked in during breaks, and shared a follow-up summary afterward.

Challenges: Sometimes it's hard to get facilitator responses in time to confirm logistics.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Blog

5 Ways to Maximize The Virtual Classroom Instructional Partnership

<https://blog.insynctraining.com/facilitator-producer-relationship>

Workshop

Communicating Effectively

<https://www.insynctraining.com/courses/communicating-effectively>

PEOPLE & PRESENCE

Maintain a Calm, Supportive Presence

Demonstrate professionalism, empathy, and reassurance—even when troubleshooting—so facilitators and learners feel safe, heard, and supported.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You stayed calm while troubleshooting a screen share issue and reassured the facilitator in a private message, while keeping learners updated in chat.

Challenges: It's hard to stay composed when multiple issues happen at once and learners start expressing frustration in chat

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Workshop:

Communication & Presentation Skills

<https://www.insynctraining.com/courses/communication-presentation-skills>

Mastering Executive Presence in the Hybrid Workplace

<https://www.insynctraining.com/courses/personal-development-mastering-executive-presence-in-the-hybrid-workplace>

PEOPLE & PRESENCE

Foster a Collaborative Facilitator Relationship

Build trust and open communication with facilitators before and during live delivery.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You worked out signals and backup plans with the facilitator in advance to handle unexpected changes smoothly.

Challenges: Every facilitator has a different style; it's tricky to adjust quickly to someone new.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Blog

Nurturing Emotional Engagement in the Virtual Classroom

<https://blog.insynctraining.com/virtual-facilitators-emotional-learner-engagement>

Workshop

Emotional Intelligence

<https://www.insynctraining.com/courses/emotional-intelligence>

PEOPLE & PRESENCE

Enable Instructional Interactivity

Partner with the facilitator to support meaningful engagement strategies, ensuring interactive tools are used intentionally to achieve learning outcomes

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You launched polls and breakout rooms exactly when the facilitator needed them to align with learning activities.

Challenges: It's sometimes hard to balance timing and instructions if the facilitator switches activities without notice.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Blog

Virtual Classroom Rules: Enhancing Online Learning & Participation

<https://blog.insynctraining.com/ground-rules-for-learning-in-the-virtual-classroom>

Workshop:

Virtual Classroom Platform Deep Dives

<https://www.insynctraining.com/courses/vc-deep-dives>

LEARNING SUPPORT

Producers play a key role in advocating for learners. This section focuses on how you monitor participation, promote inclusivity, provide accessibility support, and help every learner feel seen, heard, and supported.

MANAGE THE LEARNER EXPERIENCE

Ensure learners feel supported and engaged by monitoring chat, participation, and helping with access or tech challenges.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You welcomed learners in chat, answered tech questions privately, and ensured late arrivals got caught up.

Challenges: It can be hard to keep up with chat while juggling other production tasks during fast-paced sessions.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Blog:

Virtual Classroom Rules: Enhancing Online Learning & Participation

<https://blog.insynctraining.com/ground-rules-for-learning-in-the-virtual-classroom>

Workshop:

Energize Virtual Learning

<https://www.insynctraining.com/courses/energize-vl>

LEARNING SUPPORT

Ensure Inclusive Participation

Monitor different communication channels and call attention to underrepresented voices in chat, polls, or Q&A.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You flagged a quiet learner's question in chat so the facilitator could respond and invite their voice into the discussion.

Challenges: It's tricky to balance monitoring for inclusion while keeping up with technical support tasks.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Workshop

The Accessible & Inclusive Virtual Classroom Masterclass

<https://www.insynctraining.com/courses/vl-the-accessible-inclusive-virtual-classroom-masterclass>

Blog

Top 5 Tools to Create Accessible and Inclusive Virtual Classrooms

<https://blog.insynctraining.com/tools-accessible-inclusive>

LEARNING SUPPORT

Provide Real-Time Support for Accessibility

Accommodate diverse needs by managing closed captions, spotlighting interpreters, or adjusting tech use.

RATE YOURSELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You pinned the sign language interpreter video and turned on captions to ensure accessibility for all learners.

Challenges: Sometimes miss accessibility needs that weren't communicated in advance.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Checklist

Checklist for Facilitating and Hosting Accessible Virtual Classes

<https://blog.insynctraining.com/checklist-for-facilitating-and-hosting>

Workshop

The Accessible & Inclusive Virtual Classroom Masterclass

<https://www.insynctraining.com/courses/vl-the-accessible-inclusive-virtual-classroom-masterclass>

LEARNING SUPPORT

Uphold the Learning Environment

Create psychological safety by ensuring learners feel seen, heard, and technically supported.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You greeted each learner by name, acknowledged contributions in chat, and resolved tech issues calmly.

Challenges: It's tough to stay focused on community-building when multiple tech problems happen at once.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Blog

Virtual Classroom Producers: Five Strategies for Success

<https://blog.insynctraining.com/virtual-classroom-producers-success>

Workshop

Emotionally Intelligent Virtual Learning

<https://www.insynctraining.com/courses/emotionally-intelligent>

Workshop

Psychological Safety

<https://www.insynctraining.com/courses/psychological-safety>

LEARNING SUPPORT

Support Global Learners Effectively

Anticipate and accommodate the needs of international learners, including language, time zones, connectivity, and cultural sensitivity.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You adjusted session timing for multiple time zones and shared visual aids to help non-native English speakers.

Challenges: It's challenging to troubleshoot tech when learners join from different countries with varying connection quality.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Workshop

Cross-Cultural Understanding

<https://www.insynctraining.com/courses/cross-cultural-understanding>

Blog

Calendars & Clocks Key Components of a Global Training Program

<https://blog.insynctraining.com/calendars-clocks-key-components-of-a-global-training-program>

LEARNING SUPPORT

Continuous Improvement

Seek, reflect on, and implement feedback from facilitators, learners, and peers to improve production quality and learner experience over time.

RATE YOUR SELF 1-5



EVIDENCE & CHALLENGES

Example:

Evidence: You gathered facilitator feedback after each session and adjusted your prep checklist based on recurring needs.

Challenges: Not always sure what feedback to prioritize when multiple suggestions conflict.

In the box below, describe any Evidence and/or Challenges you may have.

RECOMMENDED RESOURCES

Blog

The Role of Producers and Hosts in Virtual and Hybrid Learning

<https://blog.insynctraining.com/virtual-classroom-producer-virtual-training>

Workshop

Continuous Learning

<https://www.insynctraining.com/courses/personal-development-continuous-learning>