

Quick Tips to Remember

- If possible put together a plan/agenda/outline of what you want to record so you don't leave out information and that editing time is not as long.
- As you walk through the video explain it as you would to a 5-year-old. Create the video as if it's for someone brand new to your team.
- If you have to make a decision, you need to explain how to make that decision. Don't leave your audience guessing or assume they will know the correct decision.
- Don't worry about mistakes. Celebrate the mistakes. You can edit them out or you can leave them and make a note such as, "You might notice, I just forgot to do this. What you should do is (correct way). But if you make this mistake here's how you fix it."
- If you make a mistake while recording and want to edit it later, take a long pause before you continue. This will make it very easy to discover where, and what, you need to edit.
- If the training is long, make several short videos that can be watched back to back. This makes it easier for you so you won't worry about making a mistake. Don't put the extra pressure on yourself!