

Delivering training virtually

More tips

Top tips	Votes
Put links on chat	1
"Start" early, to give people time to get the technical issues sorted etc	1
have answers to common questions prewritten for an instant answer	1
If screensharing remember to zoom in on your screen so people can see it properly.	0
Make sure all links actually work and test in a few browsers also make sure videos / soundbites will work in a virtual presentation	0
Be very flexible.	0
Use an ice breaker at the beginning of the session - it relaxes people and gives them chance to test the tools.	0
Have a troubleshooting slide at the beginning of the session.	0
Include interactive exercises to keep delegates engaged	0
pre-session preparation is a MUST - whether it's getting an idea of a search questions for 1:1 or sending out induction materials	0
Use Slido for question and answers	0
Deliver sessions in pairs and swap roles so both can be involved in delivery of session	0
If you don't like your background on your camera you can replace it with a photo in Teams and select it as your background.	0
If you create the meeting you can build in a lobby area to keep people waiting before the session whilst you test audio/video of presenters	0
think in time chunks - change in facilitator, change in pace, breakoutrooms	0
think how you set house rules at the start of the session (e.g. cameras off, stay on mute unless called in, comments in chat or hands up)	0
use a QR code to get to sli.do and other websites. maybe as well as the link	0
"bring people in" when getting them to come off mute for a comment or to start their part of the session	0
allow personal reflection time	0
In the breaks, task people to walk away from the computer	0

log on early and don't be caught out by updates	0
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Things to avoid	Votes
Having the light behind you. A talking silhouette isn't helpful.	1
Talking for hours with no break or change of scenery!	0
Death by powerpoint	0
Starring at your keyboard or off screen - look up at the camera occasionally	0
Don't just deliver verbally all the text on your slides	0
Having "busy" backgrounds can be distracting - blurry or plain are better for people on the autistic spectrum	0
don't let people sit still for too long. Think how it would be in a face to face training scenario	0
don't try to fit too much in - you will probably need to pull back / strip back on what you planned	0

Other thoughts	Votes
How big are the session recording files? - our Trust email only allows us to send out files of certain sizes I used We Transfer to email a one hour recording of an event I facilitated	1
Can I bear to record myself?	1
let delegates know that the sessions are being recorded - most dont mind but need to know	1
Using visual tools such as Miro and Mural to replicate writing on sticky notes. Can we hear more about these?	0
Don't panic if IT fails for presenter or delegate	0
Don't panic if pet or child appears unannounced in your presentation	0
practice beforehand!	0
delegates are very forgiving of technical issues we've all been there!	0