

Top tips when delivering online learning

- Have another member of staff or volunteer on the call as back up. That way one of you can deliver and the other person manage the room, let late comers in/those encountering IT issues, encourage participation and monitor the chat box.
- It's good to keep 'things moving' ,e.g. switching screens and movement on power point slides.
- Keep it interactive – ask people to make comments, chat, ask questions and discuss points regularly through the training; use polls, interactive whiteboard and break out rooms
- Close other windows on your computer, so that if you are sharing your screen, you don't share something you shouldn't!
- Be aware of what is in your video shot – i.e. doors that might open, photos of your kids that you don't want to share, letters with addresses or personal details.
- Ask people to rename themselves with their full name and organization.
- Do a test run before – check your microphone and speakers work etc.
- Use 2 screens if possible – so that you are looking at one with the camera for the majority, but that you can have notes, the participant list and chat box open on another screen.
- If you are having another speaker as part of your session, make sure you allocate them as Co-Host so they have the permissions to share their screen as well.
- Don't be tempted to try and fill all silences!! Allow the chance for other people to talk (even if there's an awkward silence)

- Be observant and look out for anyone who looks like they might not understand / look confused / not keeping up. Don't single them out but offer to go over something in more details if needed.
- Ask everyone (where possible) to have their video turned on throughout if you are keen to encourage interaction.
- Unless people are speaking during the session ask them to stay on mute to avoid background sounds and poor sound quality.
- If you are recording the session, inform everyone at the very beginning. Make sure that recorded sessions are dealt with in line with confidentiality and data protection practices.
- Check if you have enabled a waiting room when setting up your meeting / webinar, as some people may be waiting to be 'let in' and miss part of the session.
- Prepare more content than you normally would for the same length face to face sessions as sessions seems to go quicker, possibly because there is generally a little less interaction and it is more difficult to set team tasks/exercises as part of the session.