

TIPS FOR TRAINING ONLINE

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- Everything takes longer online! Plan out your time accordingly
- Have a technical host for every session
- Have the technical host or another facilitator monitor the chat
- Set up two practice sessions before going live with a session
- Rehearse any video you use in advance and have a non-video backup plan
- Use a standard slide master for all sessions in your district
- Plan your poll questions, chat questions and breakouts in advance
- Ask powerful questions, think through them in advance
- Poll questions should be simple: yes or no / only 3 multiple choice options work well
- Hand raising can be used to engage participants or get to know them better
- Use your slides for visuals, and limit the number of slides
- Identify any handouts/homework you want participants to have in advance of your session
- Keep breakouts simple: Give participants only one or two questions to discuss
- Remember that slides are not visible in the breakout rooms
- When reporting out from a breakout ask:
 - Ask participants to speak using 20 words or less
 - Ask participants to answer in one breathe of air
 - Ask participants to use the chat to add to report out
 - Assign a leader and a reporter for the breakout group