



How to prepare for a virtual learning session



Keep it focused and simple

Chunk down your material. Choose one or two pieces to tackle and be clear of the outcomes you want.

60-90 minutes is a good timeframe. If you need the session to go longer, get them to leave the session going and take a quick break.



Get technical help

Use a **producer**. Their role is to focus on the technical side of the call so you can concentrate on your facilitation.

To find out more about a producers role, go on to www.learninguncut.com to listen to a podcast called “*Producing live online learning*” 18 March 2020.



Communicate the WHY

Don't just send out a calendar invite with a link. Send out an email which explains WHY they should attend and how the training will help them. Sell it to them.

Try not to use the word ‘WEBINAR’. For many people this means they can just watch and listen. In a virtual learning session you want them to attend prepared to engage.



Set learners up for success

Send out learning materials you'd like them to use or refer to during the session. Send them a reminder.



Make sure you can start on time

Send the calendar invite for 10 minutes earlier than the start time so people are ready to go in time.

Remind them to check their sound and video before start time.



Practice and play

After you've written your session, pull together a test team to help you practice.

Invite them to a session and test out your session with them.

Plan, plan, plan

- Plan the interactions that you'll use. Like you would with any learning session, complete a run sheet to help you stay on track.
- Create the polls or surveys so they're good to go.
- Plan questions you'll ask.
- Prepare your break out rooms if you want particular people to work together.
- Create a quiz in Kahoot or set up to develop a team word cloud.
- Hunt for videos or quotes to mix it up.
- Create a visually appealing slide deck. Keep words and the number of slides to a minimum.
- Invite a guest speaker who is an expert in the field to share their knowledge. Run their session as an interview so you can manage what they share and how long they speak.