



How to run an engaging virtual learning session

SET UP



Be authentic

Speak to the learners as if they are in the training room. Encourage them to interact using the tools.



Get their name right

If the learners user name isn't what they would normally be called, get them to change it through the *Participants* panel before you begin.



Set learners up for success

At the beginning, take the learners on a tour of Zoom. That way when they need to use the tools during the session, they're good to go.

Get them to:

- Raise their hand
- Communicate in the chat
- Do a poll

Remind them that if they drop out they can use the original link to join again.



Make it look appealing

Keep it visually engaging. Use video, PowerPoint slides, the whiteboard. These can all be done through share screen.



Stop and wait

Allow time for people to engage. Ask a question, stop and wait. Don't be afraid of silence.



Encourage private chat

Encourage people to private chat you if they have a question or comment that they don't want to share with others.

OPTIMISE THE LEARNING



Use the chat box

Encourage them to use chat box to answer questions and give feedback. Always acknowledge someone's contribution.

You can also use the chat box to type the learners ideas during a brainstorming session (like you would on a whiteboard).



Use polls

Polls are a great way to engage learners. You can set them up in advance and refer back to them throughout the session.



Use break out rooms

Breakout rooms are great to get people interacting. You can either preassign them before the session or place them in during the session.

- Give them a scenario, a skill to practice or a challenge to work on.
- Join in to see how they're going.



Gamify your learning

Look for ways to gamify your session by including other tools through the share screen, like Kahoot!



Try Powerpoint for group sharing

If you want to capture information that you can then send out to them post call, pre-prepare a slide in PowerPoint. Share your screen, run the session adding their ideas onto the slide, save it then send it out afterwards.



You should be trying to include an interaction every 3-4 minutes!

REINFORCE AND EVALUATE



Reinforce the learning

Send an email thanking people for attending the session. Include any support materials that they can use or refer to, to help them embed their learning.



Ask for feedback

Find out from the learners what worked and what didn't. Continually look for ways to improve your delivery.