

VIRTUAL FACILITATION

Tips and Tricks



Step 1: PREPARE

Setting up for the Session - Get ready well in advance of your session. Have your materials prepared to share, something to drink, a quiet space to be successful.

Preparing to Facilitate - Make sure you know your content. Practice with the technology and try to identify potential obstacles. Have a backup plan. Think about the class size and how you will manage engagement.



Step 2: SET UP

Get to Know the Software - Set up the panels and elements in your virtual tool that will best allow you to facilitate the session.

Setting Up Interactions - Set up your polls and breakout sessions in advance. Load any presentations so everything is ready to go.



Step 3: INTERACT

Using Tools - There are a many different tools to use to increase interactions. Consider polls, chat, annotation, break out sessions and white board activities.

Troubleshooting - Having a producer is critical in virtual instruction to help troubleshoot and manage the learner engagement.



Step 4: PERFORM

Tone of Voice - Your tone of voice is everything in virtual facilitation. Keep energy in your voice with change in inflection and volume to make your points.

Creating and Maintaining Energy - It is important to create energy with your participants. Ask questions, have responses be entered in the chat panel, have learners use the annotation tools to remain engaged.



Step 5: ENGAGE

Learner Engagement - Keep your learners engaged and interacting.

Building Rapport - Call on people, poll for interests, use variety and change things up if they aren't working.



Partner with GP Strategies to develop effective virtual facilitators