

Quick guide to

Online presentations & Online facilitation

QUICK GUIDE TO

Online presentations: Preparing content

1. Develop your story
2. Practice your story with an audience and with no audience
3. Keep your visuals simple and clean
4. Ensure your visuals are transferable across different devices
5. Make sure you know how to use the presentation platform
6. Have a backup plan (device, WiFi, summary handout)

QUICK GUIDE TO:

Online presentations: Getting camera ready

1. Practice using open body language
 - Maintain eye contact
 - Use open arm and hand gestures
 - Maintain good posture
 - Smile
2. Wear calm and comfortable clothes
 - Avoid stripes, cheques, bright colours
3. Set up a calm and quiet home studio
 - Nothing distracting in your frame
 - Ensure your face is well lit
 - Wear a headset to minimise background noise
 - Use your best microphone

QUICK GUIDE TO:

Online presentations: Staying calm & focused

1. Loosen up your body

- Do shoulder rolls, shoulder raises, roll downs and anything that loosens up your upper body. Repeat each a few times.

2. Calm your breathing

- Use a breath counting exercise to breathe in for 1...2...3 and out for 1...2...3. Repeat a few times

3. Focus your mind

- During the breath counting exercise, think of calming words and scenes.

4. Warm up your voice

- Do some voice exercises to warm up your voice, especially if it's early morning or you haven't spoken for awhile.

QUICK GUIDE TO:

Facilitating online sessions: Design

1. Define, and then refine, your session goals
2. Ensure your goals are realistic time-wise
3. Identify participants
4. Select and test appropriate and available technology
5. Develop a session outline with activities, timing and roles
6. Find a co-facilitator
7. Do a dry run
8. Decide on the online session etiquette
9. Keep participants informed ahead of the session
10. Prepare your facilitation content

QUICK GUIDE TO:

Facilitating online sessions: Technology

1. Things to consider when choosing technology
 - Purpose
 - Cost
 - Simplicity
2. Different tech for different purposes
 - Video conferencing (e.g., [Zoom](#), [Google Meet](#))
 - Remote collaboration ([Mural](#), [Miro](#), [Google Docs](#))
 - Task management ([Trello](#), [Asana](#), [Airtable](#))
 - Engagement tools ([Mentimeter](#), [Stormz](#) or [Slido](#))
 - Surveys ([Typeform](#), [SurveyMonkey](#), [Google Forms](#))
3. Keep an eye out for emerging and improving technology

QUICK GUIDE TO:

Facilitating online sessions: Activities

Icebreakers

- [Three Wishes](#), [Story Around The Circle](#), [Doodling Together](#), [Take a Picture of Your Shoes](#)

Energisers and games

- [Looking Around](#), [Touch Blue](#), [PowerPoint Karaoke](#), [What Are You Doing](#)

Promote inclusivity

- [Polls](#), [Show of hands](#), [Tag team discussion](#)

Analyse issues, generate ideas and make decisions

- [Walking Brainstorm](#), [Six Thinking Hats](#), [Lightning Decision Jam](#), [Breakout rooms](#)

Build teams

- [Virtual Scavenger Hunt](#), [The Desert Island](#), [Trust Battery](#), [Draw Your Coat of Arms](#)

Final wrap up and next steps

- [One Breath Feedback](#), [Circle](#), [Square](#), [Triangle](#)

Specific tips for convening stakeholder groups

- Embrace being beginners together. Create a “profile document.” Structure your agenda with questions rather than topics. Ask group members to engage in a Networking Challenge between meetings.

These are just a selection to get you started; you will find plenty more on Google!

REFERENCES

Smart, J. 2020. [A guide to facilitating remote workshops and virtual meetings](#). SessionLab. [Tips for virtual meetings](#). National Association of Chronic Disease Directors.

QUICK GUIDE TO:

Facilitating online sessions: Delivery

1. Before the session

- Focus your mind, and up your energy
- Log on to the platform 15 minutes early, along with co-facilitators, to do final checks

2. When the session starts

- Welcome people – try to set a friendly and professional tone
- Remind people of online etiquette
- Ask for permission to record
- Run a light energiser to get people focused and engaged from the outset

3. During the session

- Keep to time, but be responsive to audience needs where possible
- Bring breaks in early if you sense the energy dipping
- Outline next steps (incl. timing and accountabilities) after each section of the agenda and at the end of the meeting

4. After the session

- Distribute meeting notes, especially details of action items