

Key Skills for Effective Live Online Event Facilitation with Vivian Evans



A Short Course for rural and regional small business

Overcoming the tyranny of distance to effectively connect

You know how in rural and regional Australia we have vast distances to travel and are challenged to meet our clients in a personalised way. You may have also seen the growing opportunity for connecting via webinars and live online events but been overwhelmed by the options of which tools to use, how to go about it and felt challenged to confidently use such technology.

What we are offering at Vivian Evans is a specially designed short 4 x 1 hour course to up-skill you and/or members of your team to step confidently into trying webinar solutions.

In fact we take you on a 4 hour fun and engaging journey that gives you resources, skills and key tips to effectively facilitate online events. We show you how you don't need to make a big investment in technology and the best thing is you don't need to leave your home or business office to do it.

What would I gain from this short course?

Importantly connection and personal training with Vivian Evans, a highly experienced and qualified online facilitator who has worked from rural NSW to connect with participants across Australia and beyond with the adult education sector, not for profit organisations, government and small business.

- An opportunity to explore, experience and gain skills in online webinar rooms
- Essential tips and strategies to engage participants effectively in a live online environment.
- Access to resources to adapt to your own business or organisation.
- Exploration of some of the more affordable webinar hosting rooms.
- Increased confidence to facilitate your own events and/or strategies to partner with someone.
- Training and delivery from your own home or office with options for a day or evening course.

Course Details

What

- * Series of 4 x 1 hour live online webinars
- * Access to all recordings of live sessions
- * Handouts for each session for key notes and resources to consider for application to your own business/organisation focus
- * Bonus resources to to adapt to your own needs

When:

Daytime Course: Live sessions Thursdays 1.30pm - 2.30pm August 3rd, 10th, 17th & 24th

OR Evening Course : Live sessions Tuesdays 7pm - 8pm September 5th, 12th, 19th & 26th

Where: Online - details to be sent on registration

Course Content overview

Session 1 Webinar Etiquette & Getting the most out of online sessions

- Welcome & Overview
- Engaging effectively in our room as a participant
- Getting the most out of your online experience
- Webinar etiquette tips
- Webinar events & how you can utilise for connecting teams and clients

Session 2 Engaging your audience

- Before you begin
- Warm-ups & State changers
- Polls, Questions and feedback
- If & when to engage participants in voice
- 'Deskercise' and online WH&S tips

Session 3 Getting to know your technology & overcoming the bandwidth

- Exploring the features of virtual rooms
- Some comparisons of virtual rooms
- Recording opportunities and tools
- Overcoming (Getting around) bandwidth issues

Session 4 How to stay cool in a crisis

- Preparation is key
- Keeping your participants informed
- Having a partner in crime - the ideal solution
- Practice makes perfect
- Where to from here?

Your commitment - Getting the most out of this course

If you want to gain the most out this short course I encourage you to do the following

1. Block out the live session times with 20 minutes before and after so you are prepared and have time to reflect on your learnings immediately after the live session finishes.
2. Make sure you have printed the handout related to the session and ready by your side for the live session.
3. Log in the virtual room 15 - 20 minutes prior to the session going live. Test your audio and video so you are comfortable or are aware of what works and doesn't.
4. Have notebook, pen/pencil & water ready for each session.
5. Do your best to ensure you have a quite space & minimal disruption for the session so you can engage with focus.

Costings

\$ 300 (Inc GST) - 15% Discount offer for 2 or more participants from one organisation.

Where & How to Register - Go to the Live Events page on www.vivianeans.com.au/

I look forward to our live online connection!

Vivian C. Evans

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Making IT Happen!

