



## Guide: Delivering Online Workshops

### Attention Points:

- Getting out of the "remote is automatically worse" mindset is really important for great online workshops. There are advantages to online workshops too!
- Attention fatigue will happen more quickly with online workshops.
- When working with vulnerable groups, aim to use simple tools. Avoid using multiple different online tools in one workshop if possible.
- Consider asking an extra person to monitor and moderate the chat so that you can focus on leading the workshop.

### Practical Tips for Facilitating Online Workshops:

- Check the sound quality on your device before the workshop starts – it is very important that participants can hear you clearly.
- If possible, log into the online platform about 15-30 minutes in advance of the workshop's start time. This is a good time to start to create a friendly atmosphere and warm up with participants who are early and have already logged into the platform.
- If you are planning to record the workshop or take screenshots of the session, agree this with participants, allowing those who wish to opt out to do so.
- Reassure participants about their fears in relation to having a technical problem/using the camera function.
- Use the chat function on the online platform to check in with participants from time to time. For example, ask participants a question and ask them to respond by writing "yes" or "no" in a chat.
- When setting out expectations at the start of your workshop include points about the online platform's use.

Consider including the following in your expectations:

1. We use our video and microphone during interactive sessions.
2. We mute the microphones when we are not speaking.
3. We respond to technical problems in a timely manner (by clicking on the link again or logging in again).

For tips about facilitating workshops generally, read the **Guide: Delivering A Workshop**.

