

wisconsin department of children & families

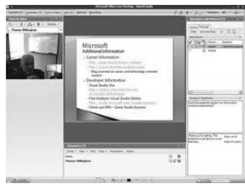
Top 10 Webinar Tips



kineo
<http://www.kineo.com/learning-tips/tip-25-top-ten-webinar-tips.html>

wisconsin department of children & families

10. Don't Scrimp on the Technology




If the software you use isn't up to it, you might as well throw in the towel.

DCF/DFES/BWF/Partner Training Section 2 07/06/12

wisconsin department of children & families

9. Prepare Everything Beforehand




Load all the exercises and presentation materials into the room beforehand and put them in the right order.

DCF/DFES/BWF/Partner Training Section 3 07/06/12

wisconsin department of children & families

8. Think Like a Talk Show Host




When presenting, think of yourself like a radio talk show host – you need to keep the energy levels up.

DCF/DFES/BWF/Partner Training Section 4 07/06/12

wisconsin department of children & families

7. Make Notes

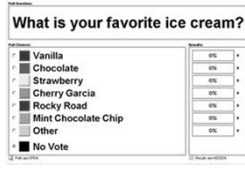


Jot notes of what people say. So, you can refer back to it at the end – to thank everyone for contributing and make them feel more special.

DCF/DFES/BWF/Partner Training Section 5 07/06/12

wisconsin department of children & families

6. Build in Polls & Interactions



Taking regular polls and asking open ended questions keeps the audience involved on an ongoing basis.

DCF/DFES/BWF/Partner Training Section 6 07/06/12

5. Two Presenters When Possible



One of you should act as the MC, presenting the material, and the other concentrates on chat conversations and handling the technical side of things.

4. Rehearse & Prepare For the Worst



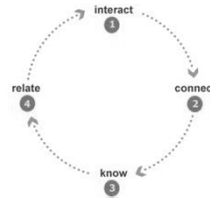
Practice using the technology, so you know what to do when it occasionally goes wrong.

3. Record It All



Recording the webinar makes an excellent low-cost training resource for those who can't attend the session.

2. Build in Follow-up Activities



Make the webinar a central part of blended programs.

1. Try To Enjoy It All & Don't Worry



Just be yourself, relax, and enjoy the whole experience.