

VIRTUAL FACILITATION TIPS

Virtual meetings can be tricky! Think about it: the technology is confusing, attendees aren't paying attention, people talk over each other...but you can have a great interview or presentation!

- 1 Test your technology BEFORE the meeting!
- 2 Prepare some ground rules
- 3 Determine how you want the audience to interact with you
- 4 Prepare slides that are visually stunning
- 5 Plan on speaking no more than 3 minutes per slide
- 6 Every 3 slides, have one with something fun
- 7 90 minutes max until a break
- 8 Change the topic every 7 minutes
- 9 Exaggerate your voice and smile!
- 10 Use some prepared engagement questions and tools
- 11 Have a wrap up slide that hits the highlights