# Guidelines for Effective Webinar

## I. Guidelines for the Trainer- Delivery

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### 1. Infrastructure

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| | Preferably use **two machines** on **two networks**, both running the same presentation (Primary and Secondary Log in) |
| | Use only Licensed Software. Ensure all updates are installed |
| | The system must have a good anti-virus |
| **Ensure the network band width** | |
| | Check your speed during normal working hours |
| | Check Latency |
| | Check signal strengths in different parts of the house. Wi-fi signals cannot penetrate reinforced concrete. |
| | Keep a separate UPS for your routers – if the main UPS fails, your laptops will work. So, must your router |
| | Get specialised USB headsets used by call centres – they have good noise cancellation |

### 2. Pre- program Readiness

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| | Keep activities or group discussion as a back-up, for instances when class is not interactive enough. |
| | Mock session with the students to ensure student and system readiness |
| | Mock assessment with students to test participants' infra-camera and remote proctoring (if needed) |
| | Ready access to documents, code snippets, handouts, worksheets |
| | Q&A plan – At least one question for every 3-4 mins of lecture to ensure participation |
| | Set the context for WIIFM clearly |
| | POC details to be communicated, for any help on troubleshooting, |
| | Share Software installation guide (If any) |

## II. Guidelines for Trainers- Content Design

### 1. Breaks (Recess)

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| | 5 min every 1 hours |
| | 10 min break half-way thru the session |

### 2. Slides Design

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| | Must have minimal text, more pictures and graphics. |
| **Include Multimedia Content, content to be a spurt of** ) | |
| | Discussions |
| | Collaboration (Breakout Rooms) |
| | Video |
| | Audio clips |
| | Hands-on exercises with text and possibly brief video lectures. |

### 3. Keeping it Interactive

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| | Include stories that translate into real life benefits. |
| | Provide realistic scenarios with learning opportunities. |
| | Offer to take questions from question from participants (Questions before introducing the topic) |
| | Conduct Polls (Minimum 4 Polls – for a 4 hours session). |
| | Activities (one activity – 4hr session) that allow them to interact with Trainer and fellow learners. |
| | Post- class activity and presentation, spread over multiple sessions. |
| | Assign online task or activity to complete at end of each session. |

### 4. Effective Pedagogy for Webinar

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| | Inclusion of Flipped Classrooms (as suitable) |
| | Show the HOW, so learners can replicate and, in the process, teach them WHY |
| | Inclusion of assignments that are **Scalable.** |

## III. Tips for Effective Online Delivery:

- Practice safe on-line behaviour.
- Display high energy throughout the session to keep the learners motivated.
- Humour helps in ensuring all participants are attentive during the session.
- Participants could be requested to enable camera when they are sharing thoughts or asking queries during the session.
- Address Participants' emotions.
- Set Expectations ahead of time:
  - By sharing pre-reads/ guidelines
  - Expectations participants should meet before and during the online training event.
  - The level of participation expected.
  - That you would appreciate them attending from a distraction-free environment
- Drawing their attention to specific benefits of learning the subject matter at hand.
- Encouraging learners to take greater responsibility for their own learning (LMS based learning)