

Welcome to “Fearless Facilitation Workshop”



Hello and welcome

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This session will run for 1 hour



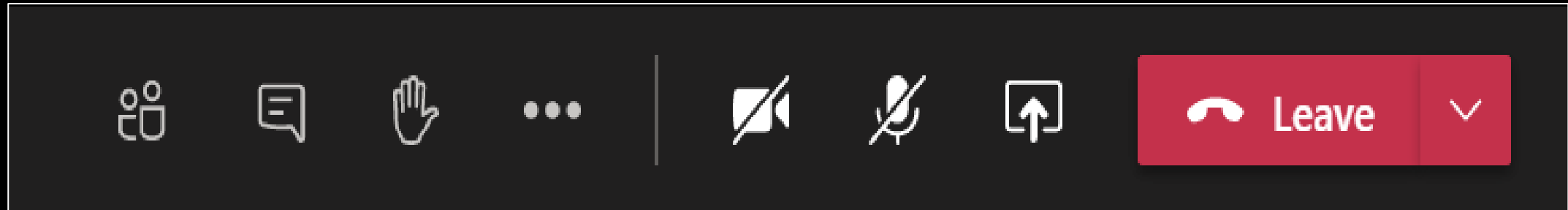
Topics for today



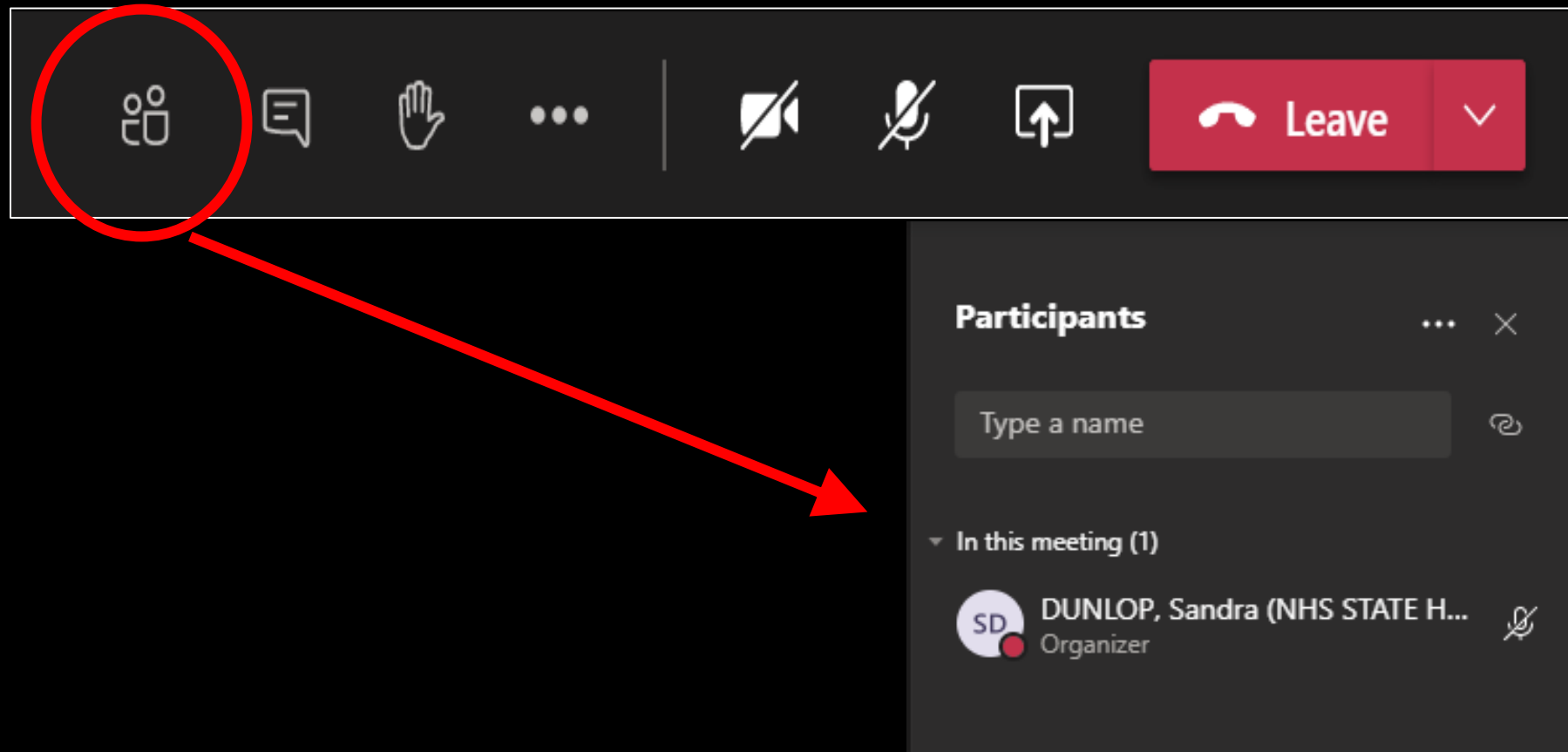
Navigation



The 'Teams Toolbar'



View Participants




The image shows a meeting toolbar with several icons. The first icon, representing two people, is circled in red. A red arrow points from this icon to a 'Participants' panel on the right. The toolbar also includes icons for chat, hand raise, and a menu, followed by icons for video off, microphone off, and screen share. A red 'Leave' button is on the far right of the toolbar.

Participants ... X

Type a name

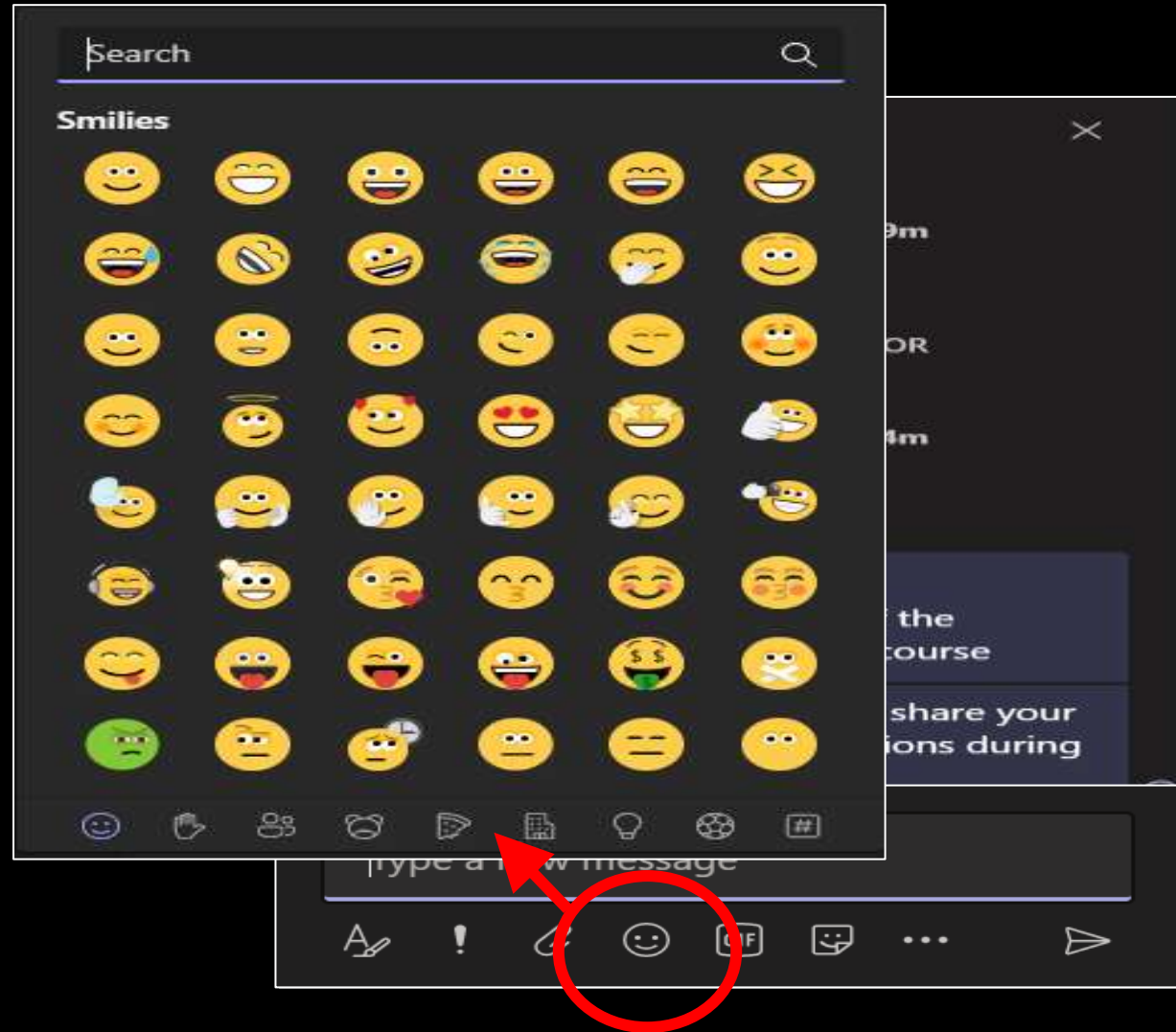
▼ In this meeting (1)

 DUNLOP, Sandra (NHS STATE H... Organizer

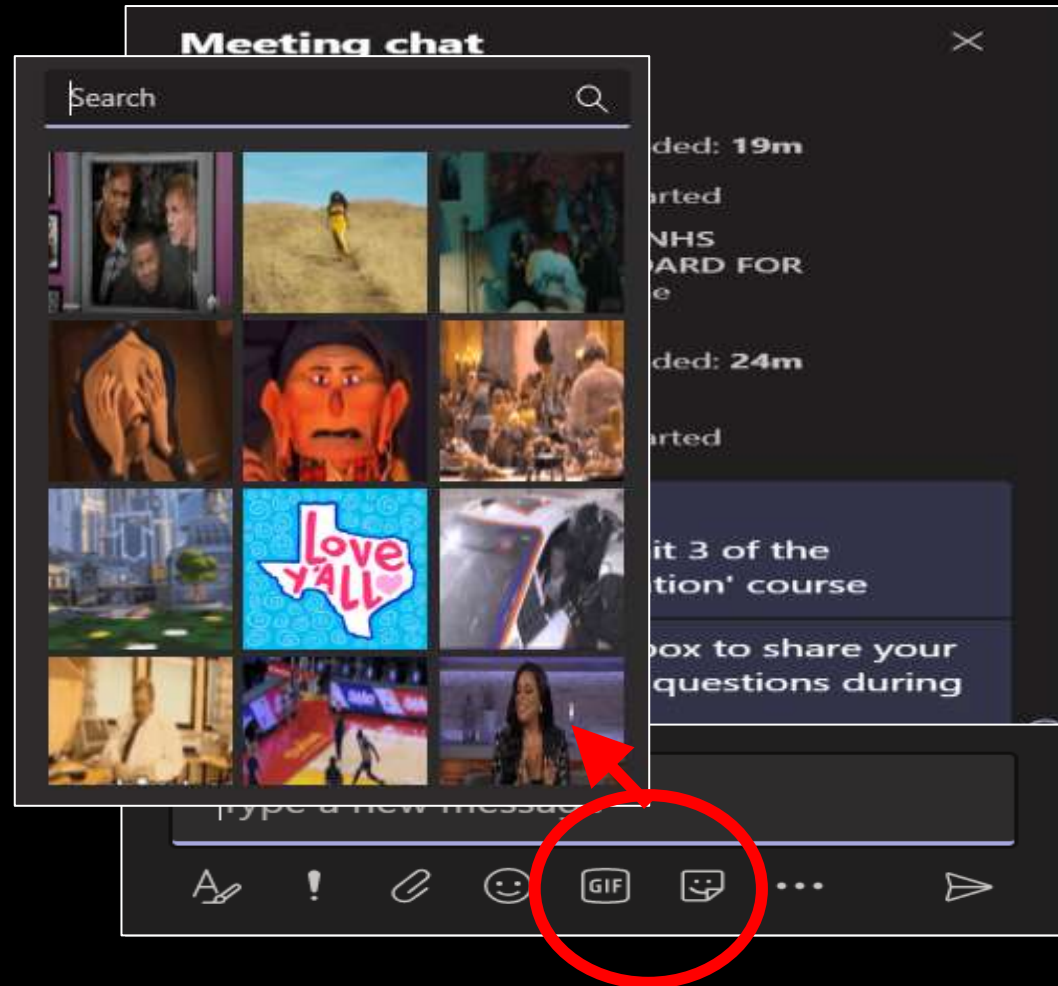
The 'Chat' Function

The image shows a meeting control interface. At the top, a dark grey bar contains several icons: a group of people, a chat bubble (circled in red), a hand, a three-dot menu, a video camera with a slash, a microphone with a slash, and a screen share icon. To the right of these icons is a red button labeled "Leave" with a dropdown arrow. Below this bar, a "Meeting chat" window is open. The chat window has a title bar with a close button (X). The chat history includes: "sandra dunlop joined the meeting.", "DUNLOP, Sandra (NHS STATE HOSPITALS BOARD FOR SCOTLAND) renamed the meeting to MS Teams Test Meeting.", "4:45 PM Meeting ended: 19m", "4:45 PM Meeting started", and "CORRIGAN, Sharon (NHS STATE HOSPITALS BOARD FOR SCOTLAND) joined the meeting.". A blue message box contains the text: "5:15 PM Welcome to Unit 3 of the 'Fearless facilitation' course Use the 'Chat' box to share your comments and questions during the session." At the bottom of the chat window, there is a text input field with the placeholder "type a new message" and a toolbar with icons for attachments, emojis, GIFs, and a send button. A red arrow points from the chat bubble icon in the top bar to the chat window. A red box highlights the text input field and toolbar at the bottom of the chat window.

Using 'Emojis'



Gifs and Stickers

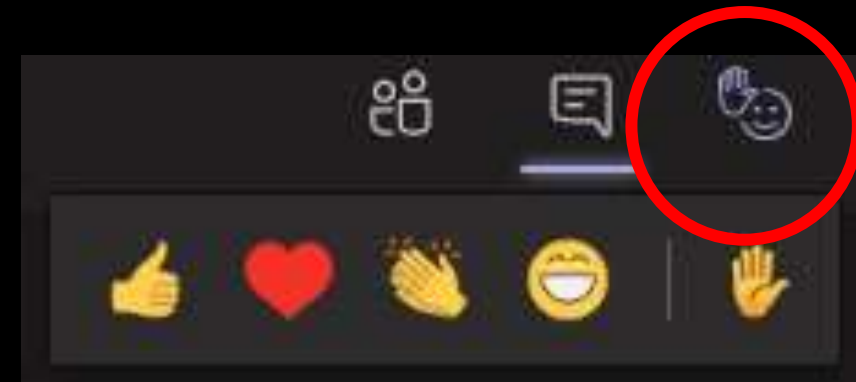
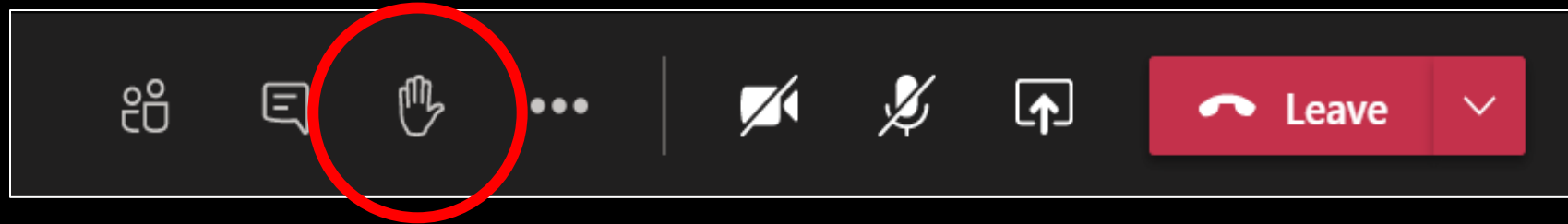


'Chat-Hold-Send'

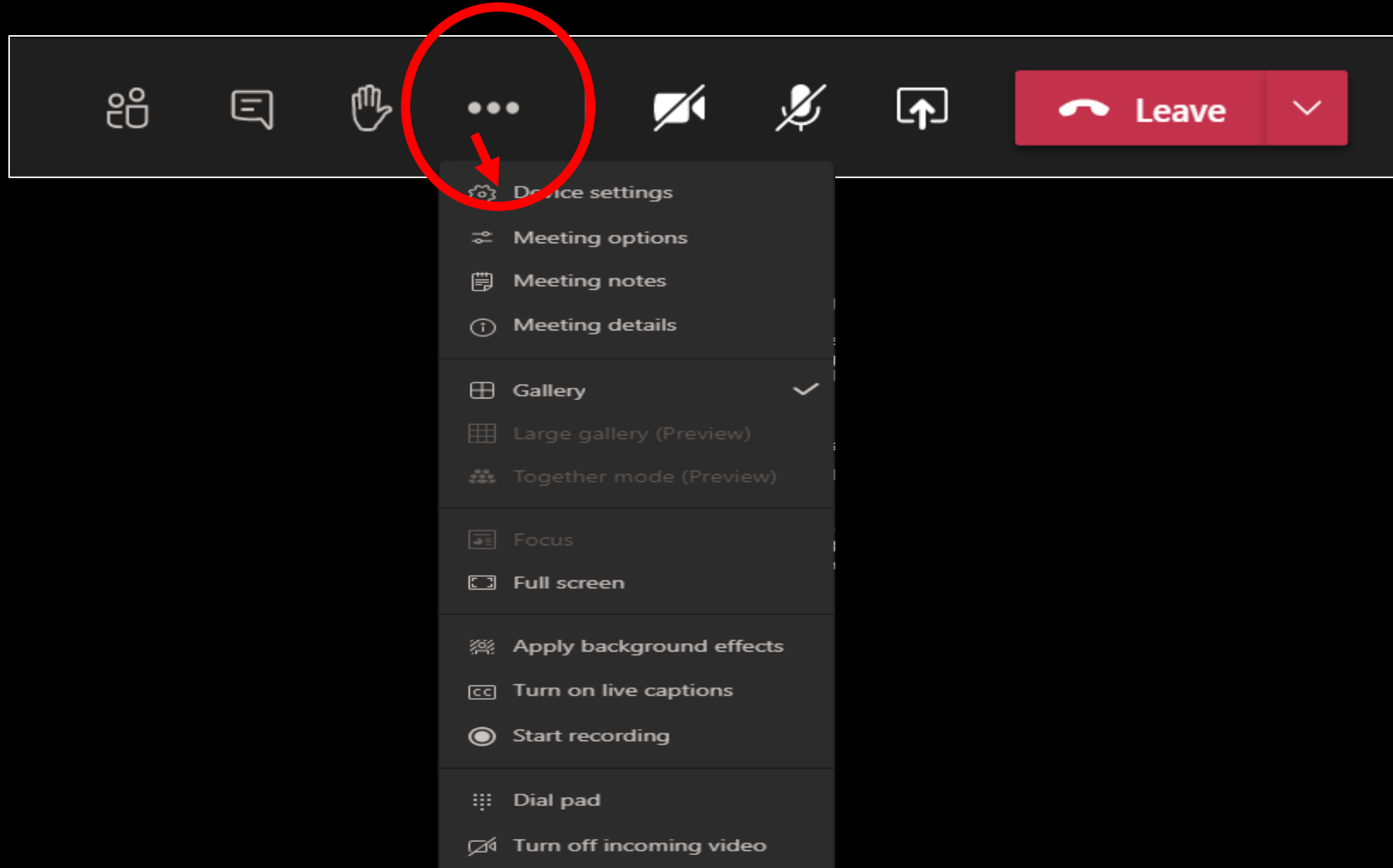
Can you spot the
'smiling dice'?



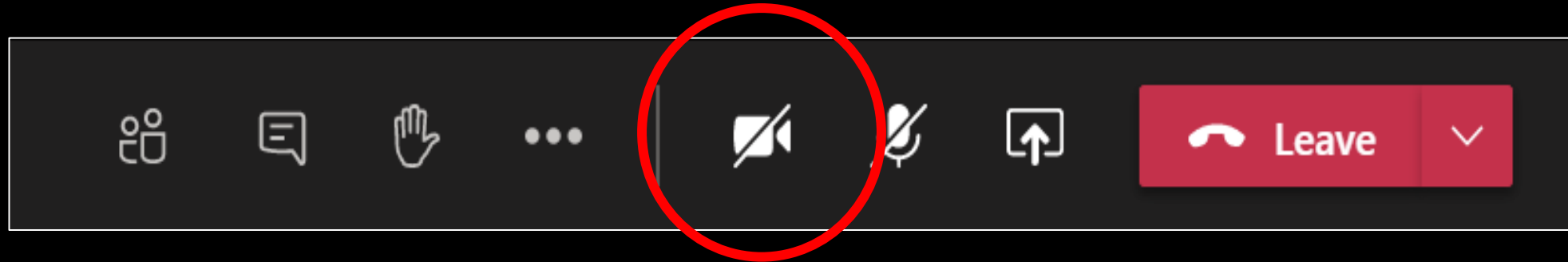
'Raise Hand' and Reactions



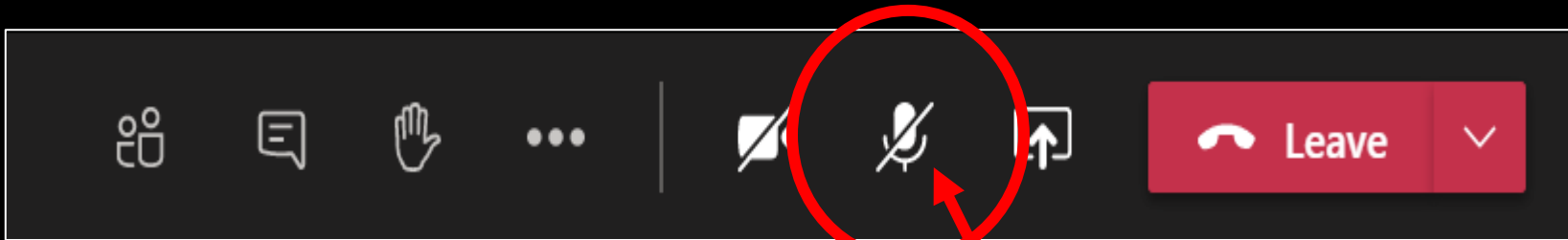
More Actions ...



Using web cameras



Using Audio



Remember to unmute / mute your microphone

Sharing Content



A close-up photograph of a brown dog with white markings on its paws. The dog is resting its head on a person's lap, with its front paws resting on the person's legs. The dog's eyes are half-closed, and it has a somewhat disinterested or bored expression. The background shows a tufted grey couch and a person's leg in a grey pant leg. The text "Everyone looks disinterested on group video conference." is overlaid in white, sans-serif font across the top half of the image.

Everyone looks disinterested on
group video conference.

A VIDEO CONFERENCE CALL IN REAL LIFE

BROUGHT TO YOU BY

zoom



0:36 / 3:24



HD





Challenges
delivering
online



What do you envisage will be the major challenges in delivering your training online?

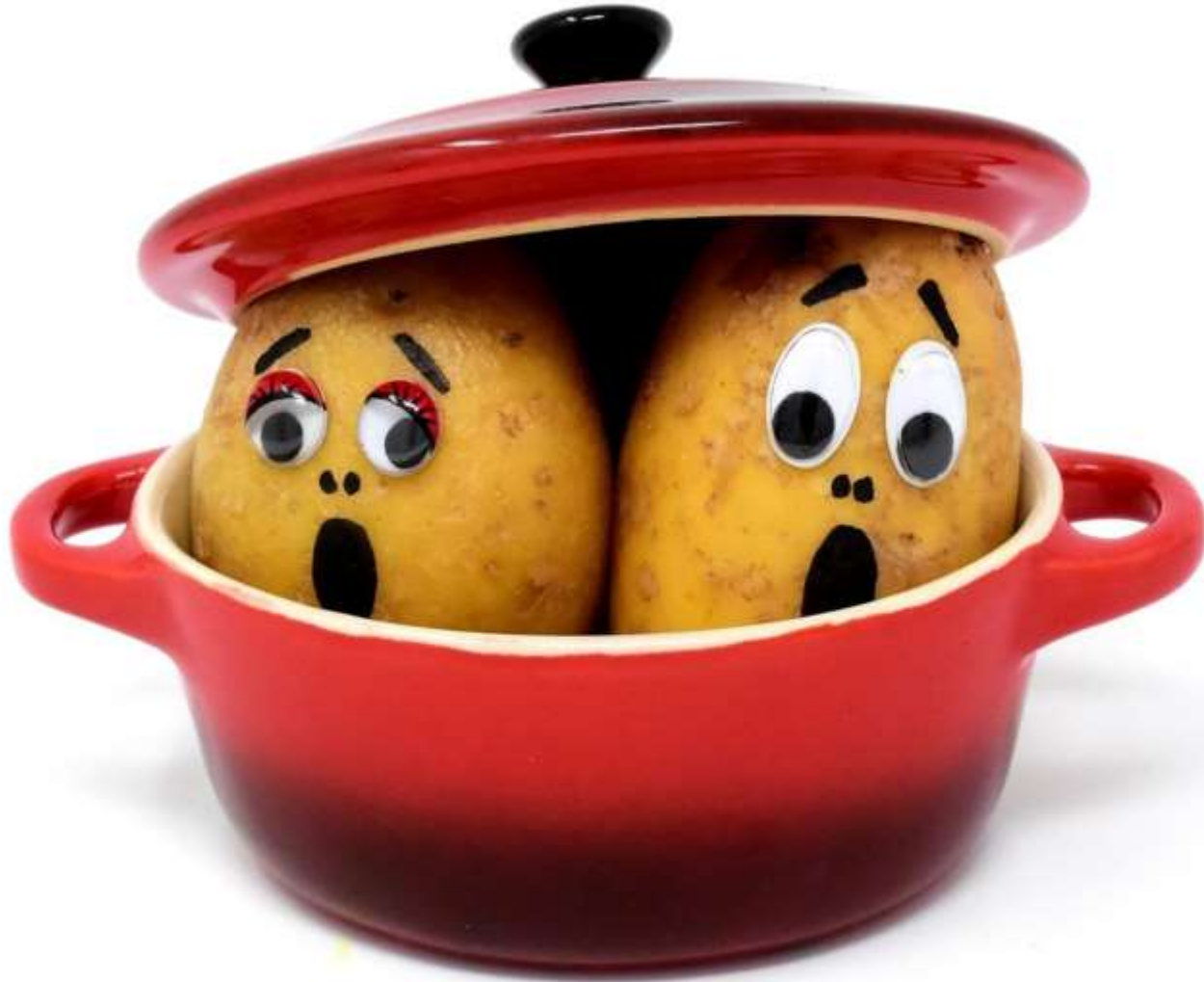
Breakout room





What do you envisage will be the major challenges in delivering your training online?

Common anxieties / concerns



The technology

Learner engagement

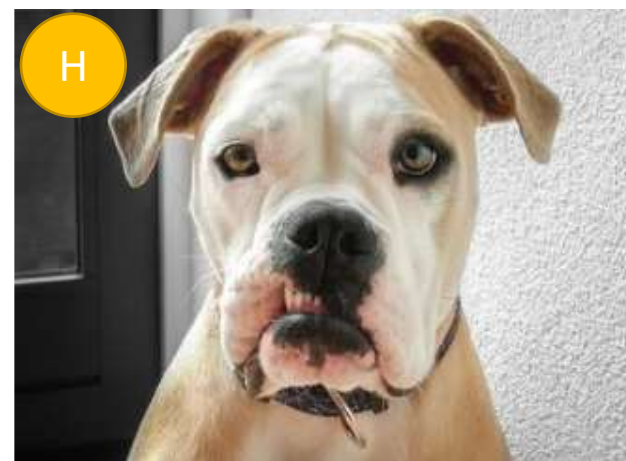
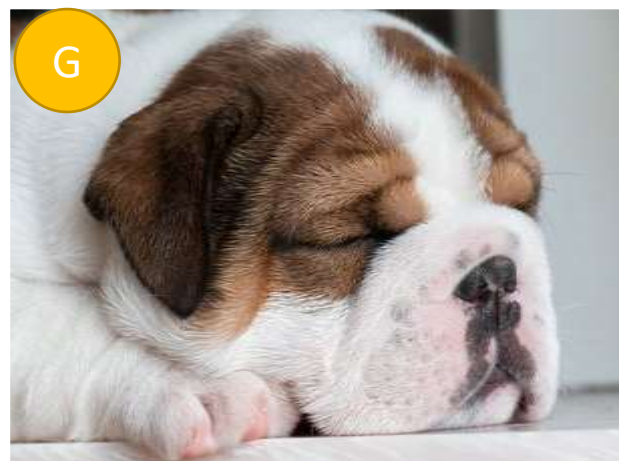
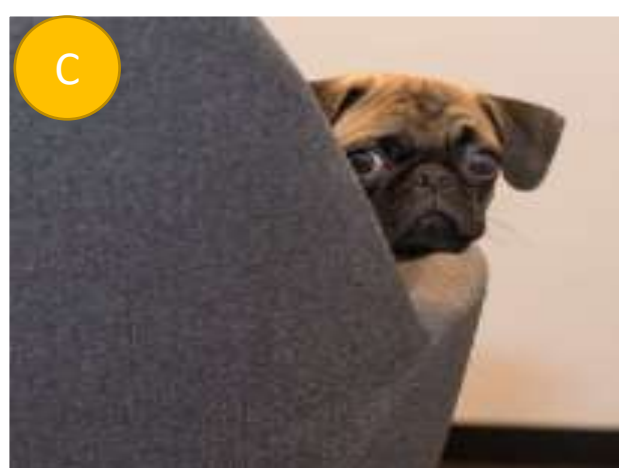
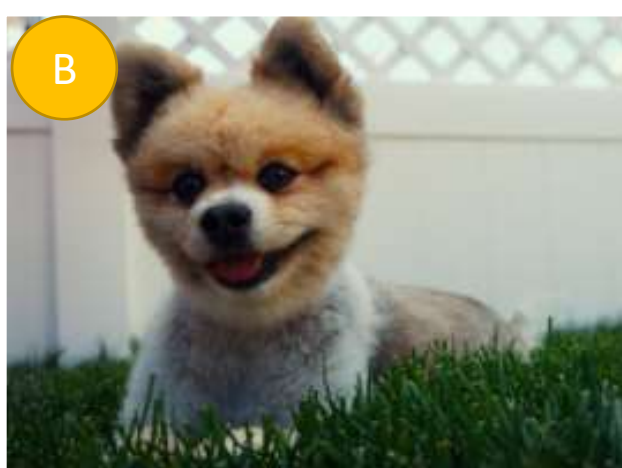
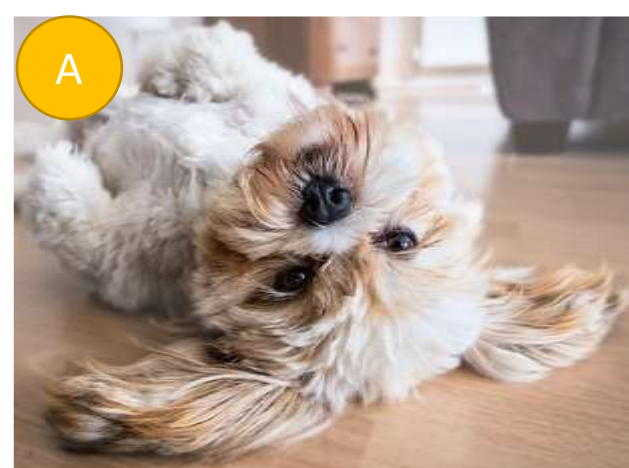
Less non-verbal clues

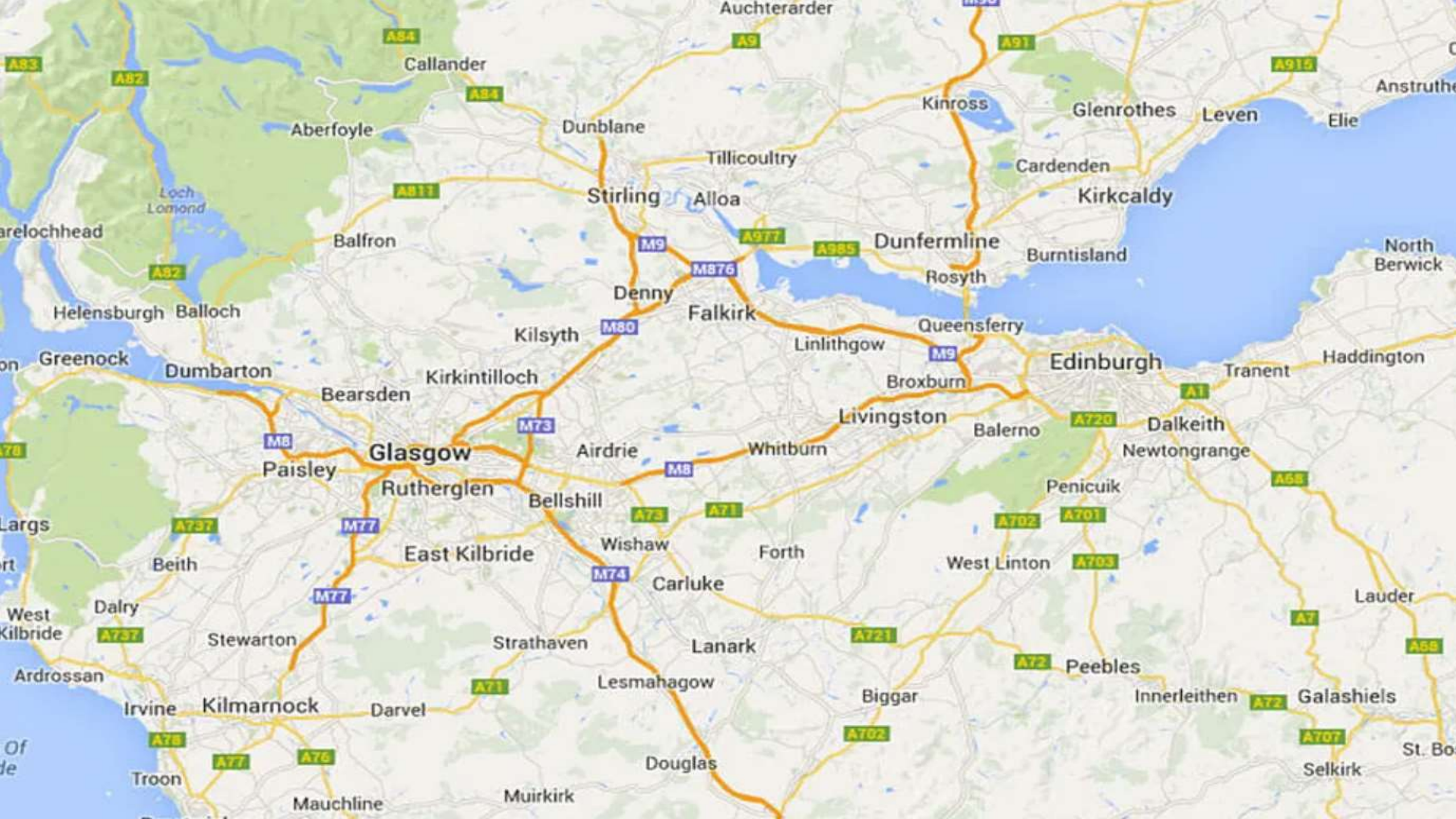
Awkward silences

Topic suitability



Activities
and fun
interactions





Glasgow

Edinburgh

Stirling

Kirkcaldy

Dunfermline

Falkirk

Livingston

Rutherglen

Bellshill

Whitburn

Dalkeith

East Kilbride

Carluke

West Linton

Lesmahagow

Peebles

Kilmarnock

Galashiels

Troon

Selkirk

Mauchline

Muirkirk

Douglas

Biggar

Innerleithen

St. Boswells

Lauder

Haddington

Tranent

Broxburn

Linlithgow

Queensferry

Rosyth

Burntisland

Cardenden

Glenrothes

Leven

Elie

Anstruther

Kinross

Tillicoultry

Alloa

Dunblane

Callander

Aberfoyle

Balfron

Helensburgh

Dumbarton

Greenock

Arroch

Largs

West Kilbride

Ardrossan

Of de

If it's True for you, type your name in the box

In current job for less than 2 years.	Speak more than one language	Prefer to listen rather than talk	Have more than one pet
Enjoy cooking	Play a musical instrument	Youngest child amongst my siblings	Enjoy singing or acting
Facilitated more than 5 virtual classes	Grew up in a small village	Have a neat and organised desk	Was born or have lived abroad
Listen to classical music	Visited the Taj Mahal	Completed a half marathon	Enjoy giving presentations

Avoid 'wholesale' transplants!



Review existing materials

Revisit your objectives

Consider delivery options

NICE
TO
HAVE

MUST
HAVE

Review classroom activities





Tips for Delivery



1

Prepare your learners

Preparing learners

Joining instructions

Pre-course activities

Orientation to platform



2

Capture their attention



We don't pay attention to boring things.



Capture and keep attention with....

Warm welcome
Reception slides
Impactful visuals
Interactions





“Vision trumps all of our senses”

Dr John Medina, Brain Rules

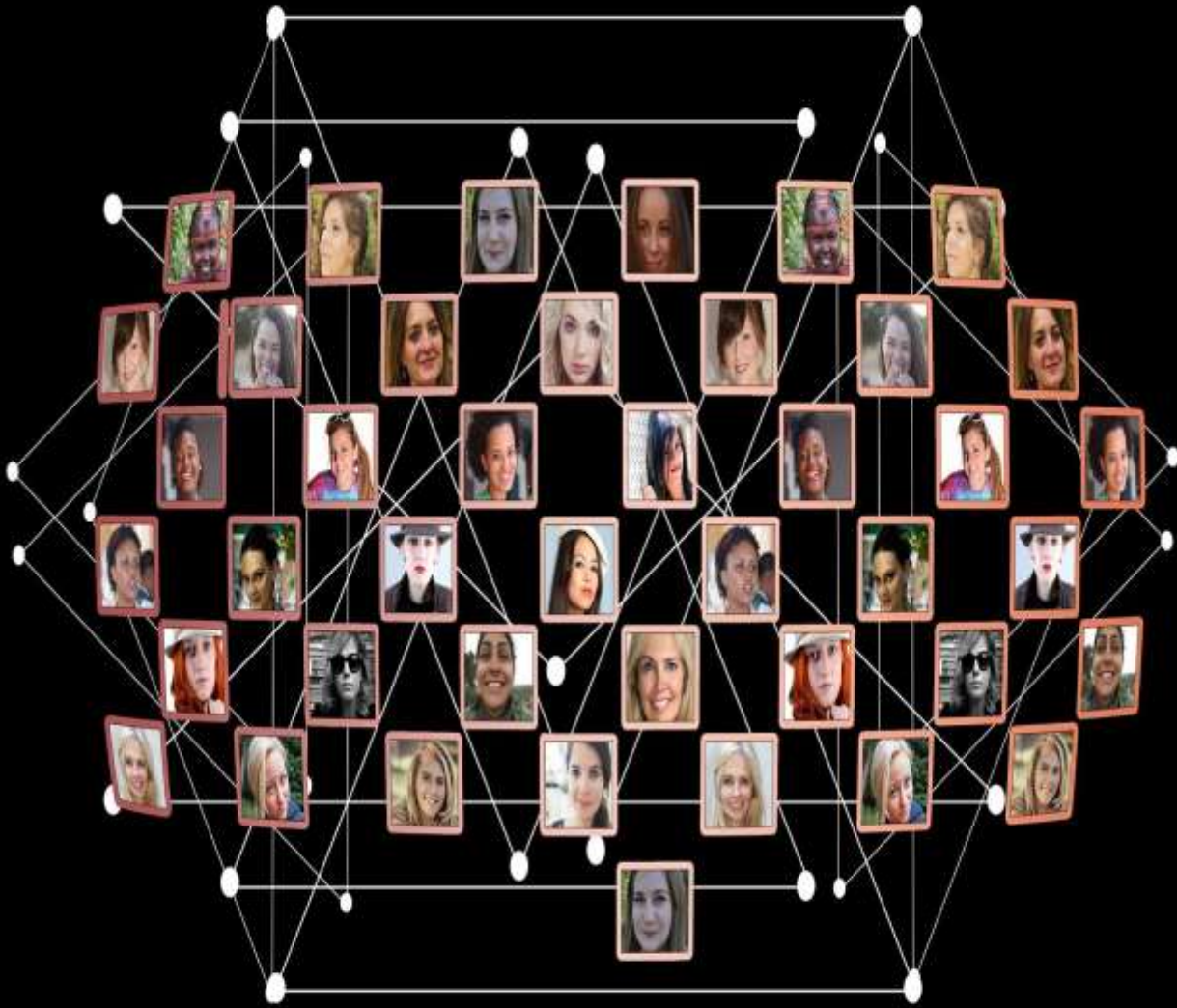


“Hear information and you
will **forget 90%** in 3 days”

“Add a visual and you will
remember 65%”

“Vision trumps all of our senses”
Dr John Medina, Brain Rules

3



Interact early and often.

Quick poll

How often should we interact with learners?

(Chat-Hold-Send)



Interaction every 3-5 minutes

Use a variety of interactive tools

Chat

Audio / Webcams

Polls

Annotate / draw

Breakout rooms

Emoticons

Quizzes

Q&A

File transfer

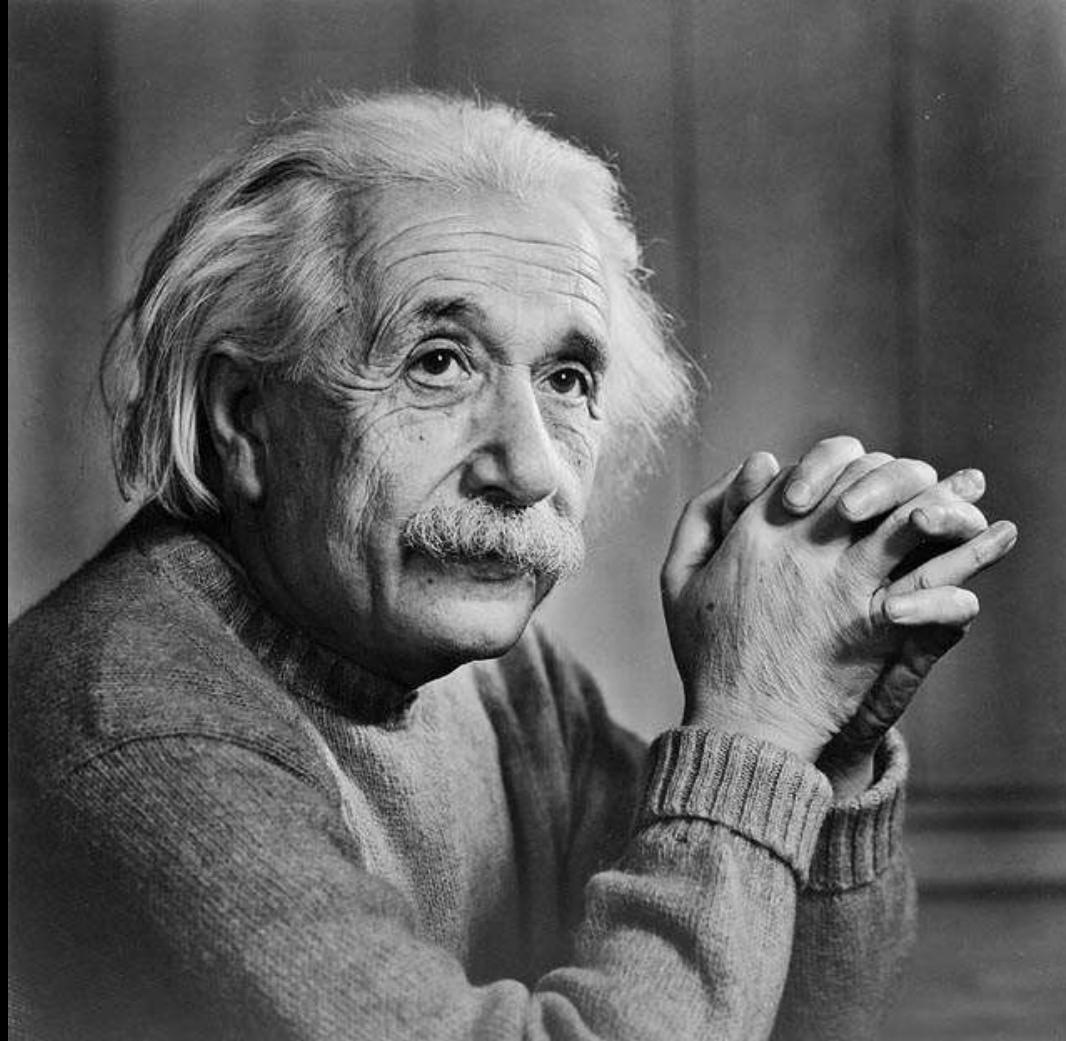
Media

Whiteboard

Application share

“Creativity is contagious, pass it on”

– Albert Einstein



4

Keep the pace





5

Keep sessions short

“Study without desire spoils the memory,
and it retains nothing that it takes in.”

- Leonardo da Vinci





THANK YOU

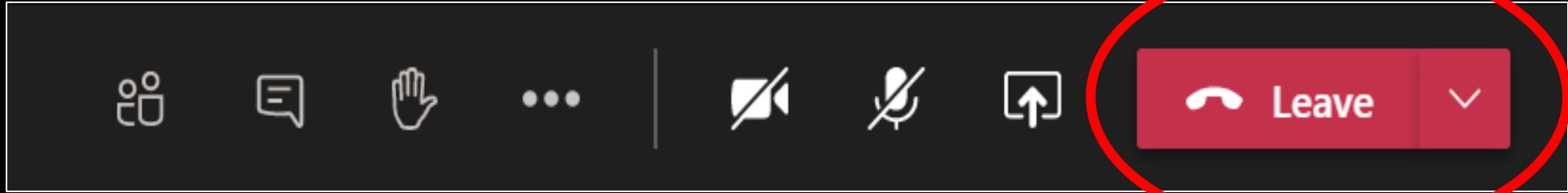
Feedback



Leaving the session



Leaving the session



Click 'Leave' to
exit the session