

MOVING PROFESSIONAL DEVELOPMENT ONLINE

Tips for a Successful Session



In the last year, many professional development sessions have moved from in-person to virtual. While every online session is different, below are a few key points to keep in mind when preparing for a synchronous professional development session.

SILENCE IS OK

Silence happens...it's ok!

Participants might be:

- Searching for the unmute button.
- Raising their hand, virtually.
- Typing in the chat box.
- Changing screens.
- Thinking.



PREP AHEAD

Use your in-person experiences to set the foundation for your online presentation by:

- Creating visuals that are helpful for key content.
- Leaving time for questions throughout.
- Determining times for breaks.
- Conducting a trial run for timing.
- Using PowerPoint or Prezi to organize.

CHAT OR Q&A

At the beginning of the session:

- Designate a place to ask questions.
- Communicate times when Q&A will occur.
- Explain your expectations for the chat box.



INTERACTION

Use technology tools where possible, such as:

- Surveys
- Bitmoji
- Kahoot!
- Cartoons
- Mentimeter
- Google Drive
- Word Clouds
- Poll Everywhere

BUDDY UP

Before the session, ask a colleague to help keep the flow by:

- Monitoring the chat.
- Keeping the time clock.
- Asking questions from the Q&A.
- Support your use of additional tools.



CAMERA?

There's a lot of debate with this....choose what makes you comfortable.

Camera On Requirements

- You see your audience.
- Maintains attention.
- Can create distractions.

Camera Off Requirements

- Often preferred working from home.
- Decreases pauses in video and audio.
- May make the session feel distant.
- Can be a bit lonely.



LEARN

You do not need to know a lot about technology. Develop comfort and perfect your use with one online tool at a time. Then, continue to expand. In the online world, there is always something new to learn!