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

CAMERA?

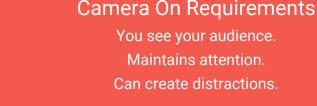
BUDDY UP

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.





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!