Using Zoom for Interactive Virtual Training

A Hands-On "How-To" Workshop for Virtual Presenters & Trainers

Using Zoom for Interactive Virtual Training focuses on the extremely important technical "how-to" skills needed by virtual facilitators and program designers. It walks step-by-step through how to set up an online event in order to maximize participant engagement, and explores the Zoom tools that create interactivity. It also reveals the 4 key steps that every virtual presenter should follow to engage a remote audience.

This is a 3-hour, hands-on interactive program, focusing on creatively using Zoom.

Topics include:

- Capturing participant attention from the start of an online event
- Determining which type of online event to have, and why it matters
- Sharing documents and other supported files
- Drawing on slides and whiteboards as a way to promote engagement
- Encouraging dialogue via chat
- Using webcams for presenters and attendees: when & how to turn them on
- Creating and sharing polls for audience participation
- Using Status Indicators / Emoticons to gather attendee feedback
- Managing breakout rooms for small group discussions and activities
- Adjusting Zoom's meeting room settings to turn on/off essential features

Delivery Details

The program…

- ☐ can be facilitated either in-person or live online.
- ☐ uses the Zoom platform so that participants experience its interactive tools.
- ☐ includes an electronic handout and resource links for further independent study.
- ☐ models engaging design and delivery techniques so that the participants can experience online interactivity.
- ☐ is led by an expert facilitator (Cindy Huggett) along with her virtual producer who assists with technical details (online sessions only).
- ☐ has no more than 15 participants per program offering when facilitated online.
- ☐ may not be recorded, but instead requires live online participation.
- ☐ requires each learner to log on individually from their own computer or device for the hands-on experience.