

**Sample Opening Slides
to use in a Live Online Class**

**A Resource for Virtual Trainers
from
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A Note for Readers

This guide is designed for designers, presenters, trainers and facilitators who wish to create interactive and engaging virtual training classes. It's a SAMPLE that I've created to demonstrate one way you could open a live online class with immediate interactivity. There are many other ways you can capture attention and create an engaging learning environment.

You have permission to use and modify this template for creating your own virtual training classes, provided that you do not make it available for sale (or re-sale) to others, and that you give proper attribution to the source (www.cindyhuggett.com).

Need assistance in upskilling your virtual trainers, presenters, facilitators, or instructional designers? [Contact](#) me for workshops, speaking engagements, and consulting
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A Sample Facilitator Script for an Opening an Interactive Virtual Class

“Hello my name is Jane, welcome to the program. It’s great to see everyone on webcam! Please introduce yourself in Chat: name, role, and location and your response to the on-screen question. Let’s get to know one another.” *{after enough silence to let everyone type, invite several participants to speak & elaborate on their comments, in order to create conversation & dialogue}*
If desired, run second icebreaker activity (like the sample bingo activity).

“As you know, we’ll be focused on topic ABD today. Here’s a poll question to find out your experience with it...” *{Run poll, then invite several participants to comment on their experience}*

“Thanks everyone! Now that you’ve told me about yourself, I’d like to introduce myself... {add your very brief introduction here}”

“We have three guidelines for success on screen. Will someone volunteer to read them? *{after they read & you thank them}* Can we all agree to these? Raise your hand! *{acknowledge responses}*

“Today’s agenda topics are now on screen. As you read through them, which ones are of most interest to you? Use your annotation tools to mark them.”

Welcome! While we are preparing to begin, please...

- ☐ Connect your audio & your video.
- ☐ Say 'hello'. Tell us where you're joining from today. And, what's the weather outside your window?
- ☐ Close out of your email, messenger, etc., so that you can focus on your learning.
- ☐ Practice using the 'raise hand' button and the other emoticons.
- ☐ Ask any tech questions, as needed.

Introductions: please share in chat

Your name, location, role, and length of time in role

insert an icebreaker question here such as
“What is your favorite snack food?”



Optional 2nd Icebreaker: If it’s true for you, type your name in the box...

has been in their current job for less than 2 years	speaks more than one language	attended a formal driver's education class when learning how to drive	prefers to listen rather than to talk	subscribes to more than 10 podcasts
has been told they have a great speaking voice	enjoys outdoor sports	reads books on a kindle, nook, or other tablet device	has facilitated more than 10 virtual classes	has more than one pet
originally from a country, state or town that begins with A-E-I-O-U	enjoys cooking, grilling or baking	has seen a movie in the last month	knows how to juggle	enjoys singing or acting
usually has a neat and organized desk	can type faster than 50 WPM	grew up in a small town	drinks coffee every day	uses a headset when talking on the phone

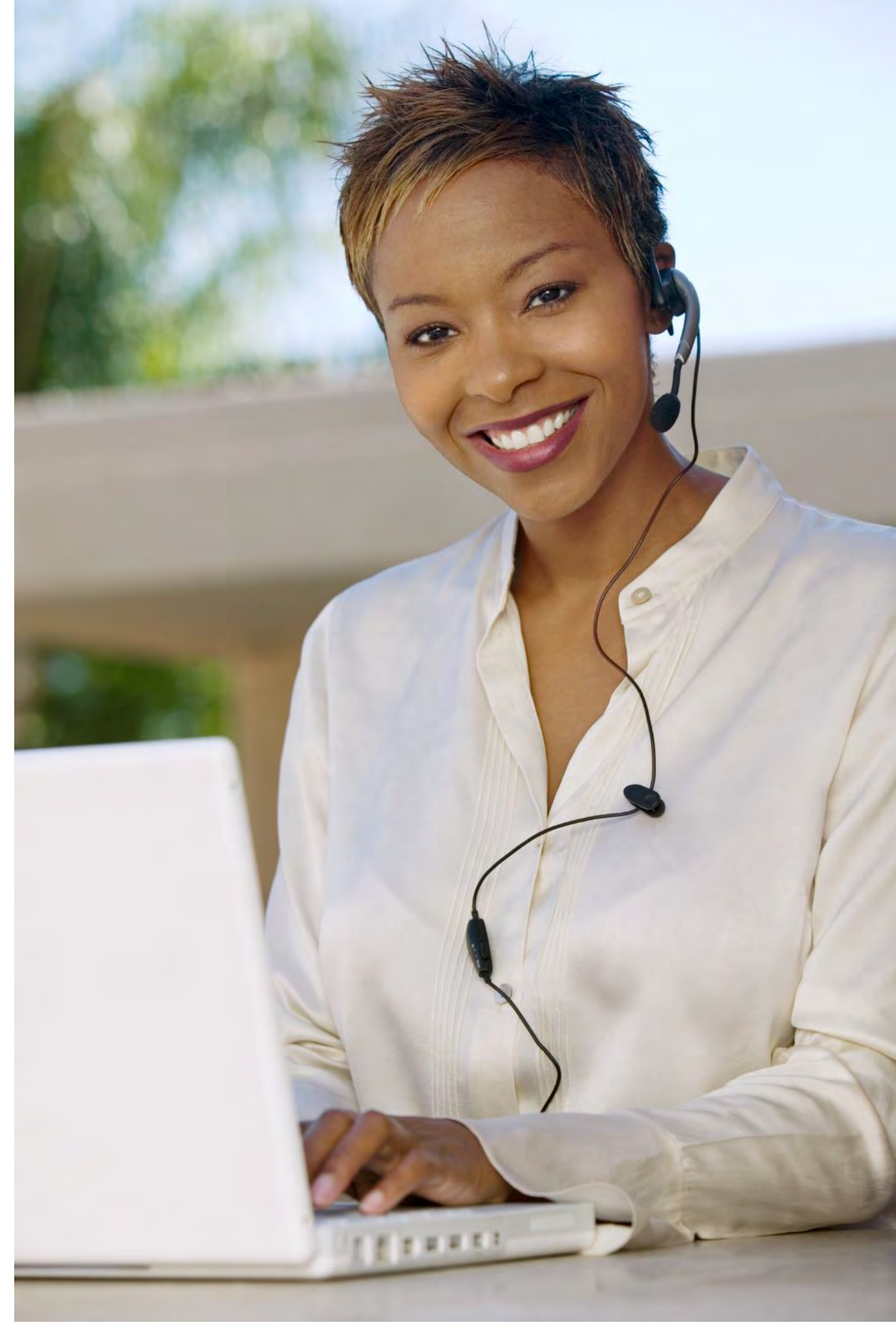
**Tell us more about
YOU via Poll:
What's your
experience with
today's topic?**

Our Guidelines for Online Success

1. Actively participate! You'll get the most out of the program if you engage and contribute.
2. Please close out of your email, Skype, and other programs so that you can focus here.
3. Be prepared to be called upon and asked to contribute.
4. Need technical assistance? Reach out to the Producer.

Agree?
Raise Hand!

Placeholder for Facilitator's Brief Introduction



Today's Topics

Topic A

Topic B

Topic C

Topic D

Topic E

Topic F

Topic G

Topic H

Use the annotation tools to mark the ones that are of most interest to you.

**Need assistance with designing & delivering
interactive virtual classes?
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