HOSTING LIVE
ONLINE EVENTS
LEARNING JOURNEY OVERVIEW

This one day workshop includes self-led action assignments, peer connections, and three facilitator-led live online virtual events. Use this checklist to track your progress through the day-long Learning Journey.

PART 1 — **PREPARATION FOR LEARNING ACTION ASSIGNMENT (SELF-LED)**

☐ Download the workshop Reference Guide

☐ Read the article "A Prescription for Virtual Training Success" and make note of which 'ailments' you have seen in virtual events.

PART 2 — **ESSENTIALS OF ONLINE EVENT HOSTING (LIVE ONLINE EVENT)**

☐ Actively participate with your peers in this 90-minute live online event. To prepare for this interactive session:

Join a few minutes early so we can begin on time.

Be ready to connect your video (webcam) and use a headset for audio.

Put away your email and other distractions so you can focus during class.

PART 3 — **ACTION ASSIGNMENT: PRODUCER TECHNIQUES (SELF-LED)**

☐ Complete the "Your Turn" activity.

☐ Review virtual classroom tools (if needed).

☐ Complete the Producer Skills Self-Assessment.

PART 4 — **ENSURING ONLINE SUCCESS (LIVE ONLINE EVENT)**

☐ Actively participate with your peers in this 90-minute live online event. To prepare for this interactive session:

Be ready to connect your video (webcam) and use a headset for audio.

Put away your email and other distractions so you can focus during class.

PART 5 — **ACTION ASSIGNMENT: PRODUCER SKILLS (SELF-LED)**

☐ Complete the "Your Turn Part 2" activity.

☐ Review virtual classroom tools (if needed).

☐ Prepare to practice in the next live event.

PART 6 — **CAPSTONE: PUTTING IT ALL TOGETHER (LIVE ONLINE EVENT)**

☐ Actively participate with your peers in this 90-minute live online event. To prepare for this interactive session:

Be ready to connect your video (webcam) and use a headset for audio.

Put away your email and other distractions so you can focus during class.

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