Hosting Online Events: Producer Skills for Success

A 3-hour online "bootcamp" for learning coordinators and other event hosts

Hosting Online Events teaches online you how to support interactive virtual events. This "bootcamp" style workshop focuses on the skills needed to create a seamless online experience. You will learn the basics of guiding and managing the participant experience with technology expertise, how to partner with facilitators, and how to respond to common tech challenges that could happen during live online events.

This is a 3-hour interactive program, split into two 90-minute modules that can be facilitated together or separated over time.

Topics include:

- Recognize 3 types of live online events
- Define roles and responsibilities in a virtual event
- Identify producer expectations before, during and after an event
- Recognize required hosting skills
- Communicate with facilitators and participants effectively
- Multi-task while producing: tips and techniques
- Assist participants during a virtual session
- Troubleshoot (and prevent) common technical challenges
- Deal with in-the-moment unexpected events

Delivery Details

The program…

- ☐ can be facilitated either in-person or live online. Either way, the program is approximately 3.5 hours (1/2 day). In the online option, participants attend two 90-minute online events with a short break in-between.
- ☐ includes an electronic handout and resource links for further independent study.
- ☐ 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 workshop.
- ☐ 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.