

Effective Presentation Skills for Virtual Instructor-Led Training

Producer: Pre-work	This guide has an accompanying PowerPoint presentation to be used during the course.
	Have the Mentimeter account ready and signed in. Also have Polleverywhere & Google Forms ready to go.
	Have an on-screen timer ready to go.
	Test computer, projector, & speakers to be sure they're working & ready.
	The PowerPoint does have animations on some slides that need to be manually activated. This was done so you can control the pace at which you advance. <click> is used to indicate when to advance the animation. Collaborate with the Facilitator to determine who will advance the animation/slides.

Facilitator Pre-Work:	Effective Presentation Skills for Virtual Instructor-Led Training PowerPoint slides
	Computer with working camera and microphone. Sound quality is good.
	Login access to Zoom.
	Copy of all documents.
	Key talking points are included in this guide. You may also fill in with your expertise on the topic to add context.
	Review the PowerPoint slides ahead of time.
	Make any necessary notes on personalization.

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Session #2		
Slides	Approximate Timing	Topic
1	1 min.	Title Slide
2	2 mins.	Agenda
3	2 mins.	Introduction of Team
4	2 mins.	Learning Objectives
5	5 mins.	Welcome with Mentimeter Activity
6	1 min.	Structuring Content for Online Delivery Camtasia Video
7	1 min.	Individual Activity - Camtasia Video
8	5 mins.	Whole Class Activity – Discuss Camtasia Video
9	1 min.	Structuring Content Effectively for Online Delivery Highlights
10	5 mins.	How We Get There Explanation
11	2 min.	Leveraging Visual Aids Effectively Introduction Slide – Explanation of Rating Activity
12	2 mins.	Visual #1
13	2 mins.	Visual #2
14	2 mins.	Visual #3
15	2 mins.	Visual #4
16	2 mins.	Visual #5
17	5 mins.	Debrief on Effectiveness of Visuals
18	5 mins.	Let's Share – Effective & Ineffective Audience Engagement Strategies
19	5 mins.	Discuss Effective Audience Engagement Strategies
20	5 mins.	Managing Audience Engagement Explanation
21	2 mins.	Utilizing Virtual Tools to Enhance Presentation Experience - Individual Activity
22	5 mins.	Effective Virtual Tools/features Explanation
23	5 mins.	Breakout Room De-Brief

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24	1 min.	Summary Introduction
25	2 mins.	Vyond Video Summary of Training
26	5 mins.	Assessment
27	1 min.	Thank You
28	5 mins.	Questions
Total:	83 mins.	

Slide#) Duration	Slide	Facilitator Notes	Producer Notes
1).	Title Slide 	TIMING: 1 minute Share your screen and display the slide. Turn on camera, unmute mic, and welcome participants as they join the training. Introduce yourself & welcome everyone to the training. Encourage participants to turn on their cameras to receive the most out of today's training, however, we understand if some participants are not comfortable doing so. SAY: Hello and welcome to this training on effective presentational skills for virtual instructor-led training. Please be sure you use your participant workbook to take notes during this presentation. If you feel comfortable, please turn on	• Play some calming background music as learners enter. • Check for facilitator readiness. • Greet early learners as needed, letting them know the session will begin shortly. • Remind everyone to stay muted unless called on. • Remind everyone to use the Raise Hand function if they have a question or response. [ADVANCE SLIDE]

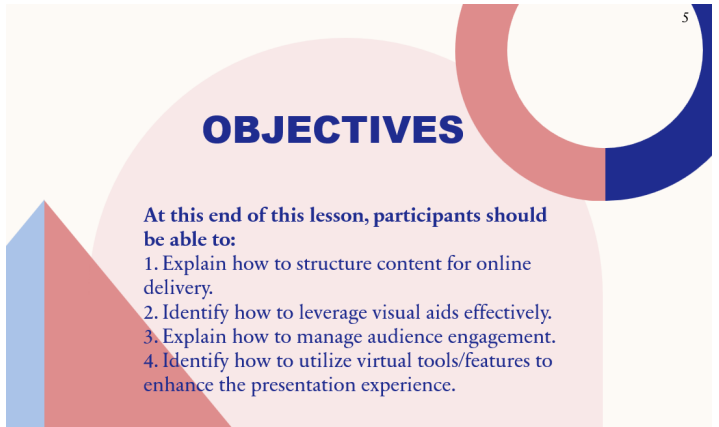
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		your cameras during the training.	
2).	Agenda  AGENDA • Introduction • Objectives • Effective Training Skills for Virtual Instructor-Led Training • How to Leverage Visual Aids Effectively • How to Manage Audience Engagement • How to Utilize Virtual Tools/Features to Enhance the Presentation Experience • Summary	TIMING: 2 minutes Display the slide and review the agenda. SAY: Our training today will be 86 minutes long and will cover the following: • Introduction • Objectives • Effective Training Skills for Virtual Instructor-Led Training • How to Leverage Visual Aids Effectively • How to Manage Audience Engagement • How to Utilize Virtual Tools/Features to Enhance the Presentation Experience • Summary DO: Explain that we will have questions at the end. You will have time throughout the presentation to work with others and take notes in your participant guide. SAY: Today we will be exploring how to create effective presentations for virtual meetings. With more and more employees working from home nowadays, the need for	<Click> to display the agenda items. [ADVANCE SLIDE]

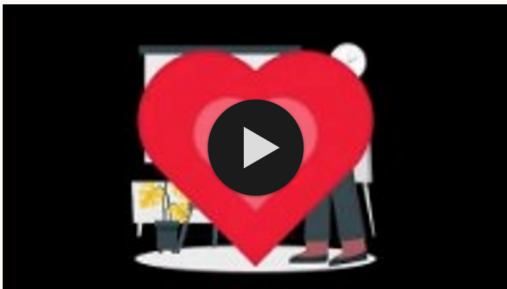
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		developing creative and engaging virtual presentations is essential. During this training, we will learn how to maintain audience attention, convey important messages clearly, and adapt your presentation style to an online environment.	
3).	Introduction of Team 	TIMING: 2 minutes Introduce each member of the training team. Ask them to stand and be recognized. SAY: Hello! I am Erin Melo, today's trainer. Today we also have with us Mr. Takuma Hayashi, the Vice President of Learning & Development and Ms. Flora Bergin, producer.	Monitor the chat box for questions. [ADVANCE SLIDE]
4).	Learning Objectives	TIMING: 2 minutes SAY: By the time this training ends, you will be able to: 1. Explain how to structure content for online delivery. 2. Identify how to use visual aids effectively. 3. Explain how to manage audience engagement.	Prepare Mentimeter for the ice breaker activity. Monitor the chat box for questions. Get the QR code ready to be posted in the chat. [ADVANCE SLIDE]

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		4. Identify how to use virtual tools & features to enhance your presentation.	
5).	Welcome with Mentimeter Activity WELCOME! Using the QR code below, share what you hope to learn in today's training. 	TIMING: 5 minutes SAY: Please use the QR code on the slide to get to the Mentimeter activity. Once you enter the site, please jot down what you hope to learn from today's training.	Display QR code for Mentimeter activity in chat. During the Mentimeter activity, switch from the Power point presentation to the Mentimeter screen. This can be done by changing windows in the presenter's computer. Prepare Camtasia video to be played on the next slide. Monitor the chat box for questions. [ADVANCE SLIDE]
6).	Structuring Content for Online Delivery Camtasia Video	TIMING: 1 minute SAY: We will now watch a short video about structuring content for online delivery. As you watch the	<Click> to show Camtasia video. Monitor the chat box for questions. [ADVANCE SLIDE]

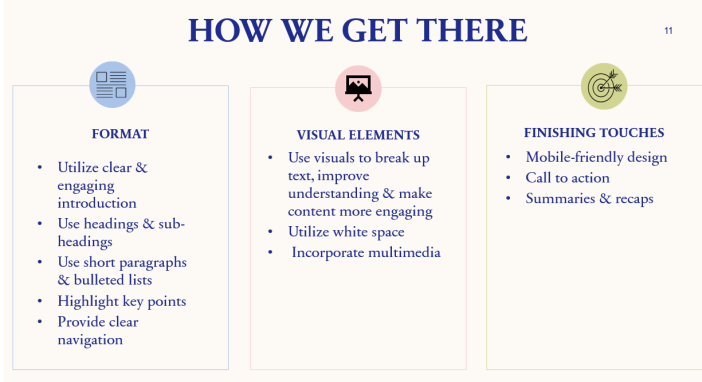
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	STRUCTURING CONTENT FOR ONLINE DELIVERY 	video, look for both positives and negatives to share with the group later. You may take some notes in the participant workbook. DO: Play the video which talks about structuring content for online delivery.	
7).	Individual Activity - Camtasia Video 	TIMING: 2 minutes SAY: We will now take 2 minutes to think about your findings from the video. Be sure to think about things that you found that were effective as well as ineffective. DO: Set a timer for 2 minutes. Monitor the chat box for any questions.	Help facilitator keep track of the time. Monitor the chat box for questions. [ADVANCE SLIDE]
8).	Whole Class Activity – Discuss Camtasia Video	TIMING: 5 minutes SAY: Now that you’ve had a chance to think about the video, let’s first discuss some effective ways that the online content was delivered in the video. Try to focus on	Help monitor the chat box and raise hand feature. [ADVANCE SLIDE]

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	 GROUP DISCUSSION Please raise your hand to share your thoughts or type your comments in the chat box.	things like font style, font size, transitions, graphics, etc. DO: Ask for learners to click the raise hand button and/or come off mute to share their thoughts. SAY: Now let's discuss some ineffective ways that the online content was delivered in the video. Try to focus on things like font style, font size, transitions, graphics, etc. DO: Ask for learners to click the raise hand button and/or come off mute to share their thoughts.	
9).	Structuring Content Effectively for Online Delivery Highlights  STRUCTURING CONTENT EFFECTIVELY FOR ONLINE DELIVERY It is key is to make your online content: • easily consumable • visually appealing • engaging for target audience	TIMING: 1 minute SAY: Let's discuss some things that we must remember when designing content for online delivery. It is essential to make your online content: 1. Easily consumable 2. Visually appealing 3. Engaging for the target audience	Monitor the chat box for questions. [ADVANCE SLIDE]

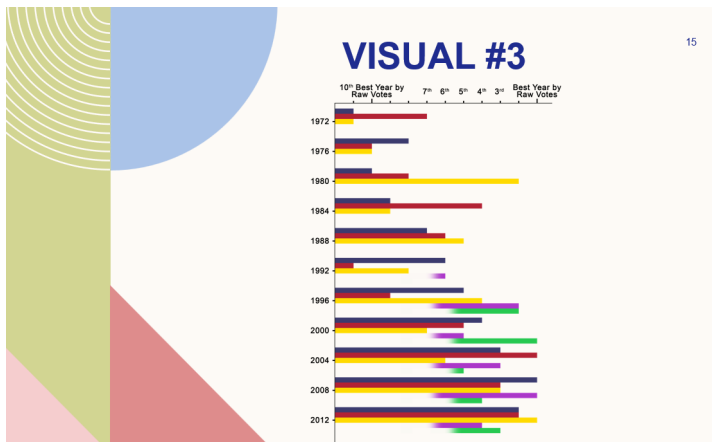
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		How do we do this? DO: Add in any additional information pertinent to this slide from your expertise.	
10).	How We Get There Explanation  HOW WE GET THERE FORMAT - Utilize clear & engaging introduction - Use headings & sub-headings - Use short paragraphs & bulleted lists - Highlight key points - Provide clear navigation VISUAL ELEMENTS - Use visuals to break up text, improve understanding & make content more engaging - Utilize white space - Incorporate multimedia FINISHING TOUCHES - Mobile-friendly design - Call to action - Summaries & recaps	TIMING: 5 minutes SAY: There are some specific recommendations for format, visual elements, and finishing touches to keep in mind when designing content for online delivery. When designing your online content, be sure to keep the following in mind: - Have a clear, engaging introduction. - Use headings and sub-headings to keep your content organized logically. - Make sure to use short paragraphs and bulleted lists and highlight key points - Learners should always have a clear navigation path through the content. When using visual elements to add to your content: - Use them to break up text and to improve understanding. - Visuals should make the content more engaging. - Don't forget to utilize white space. - Don't be afraid to incorporate multimedia into your content.	Prepare polleverywhere for next slide. Monitor the chat box for questions. [ADVANCE SLIDE]

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11).	Leveraging Visual Aids Effectively Introduction Slide – Explanation of Rating Activity 	TIMING: 2 minutes SAY: On the next 5 slides, you will see examples of different visuals to be used for an online presentation. Please rate the effectiveness of each visual aid shown on the subsequent slides on a scale from 1-3, 1 being the least effective and 3 being the most effective. Please join the polleverywhere for this activity by clicking on the link that should now be in the chat.	Push this link to participants: https://PollEv.com/surveys/jc0oizfZ7kkbs3HO7qAMD/respond Monitor chat box for questions about the activity. [ADVANCE SLIDE]
12).	Visual #1 	TIMING: 2 minutes SAY: Please analyze this visual aid and rate it from 1-3 using polleverywhere. DO: Remind learners when 1 minute remains.	Monitor the chat box for questions. Place a 2 minute timer on the slide. [ADVANCE SLIDE]
13).	Visual #2	TIMING: 2 minutes SAY: Please analyze this visual aid and rate it from 1-3 using polleverywhere.	Monitor the chat box for questions. Place a 2 minute timer on the slide. [ADVANCE SLIDE]

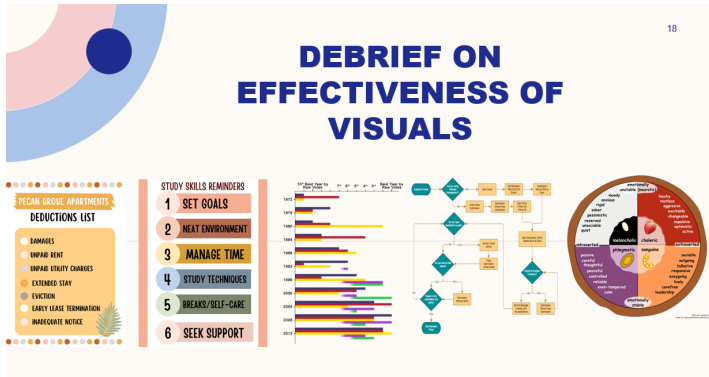
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		DO: Remind learners when 1 minute remains.	
14).	Visual #3 	TIMING: 2 minutes SAY: Please analyze this visual aid and rate it from 1-3 using polleverywhere. DO: Remind learners when 1 minute remains.	Monitor the chat box for questions. Place a 2 minute timer on the slide. [ADVANCE SLIDE]
15).	Visual #4	TIMING: 2 minutes SAY: Please analyze this visual aid and rate it from 1-3 using polleverywhere.	Monitor the chat box for questions. Place a 2 minute timer on the slide. [ADVANCE SLIDE]

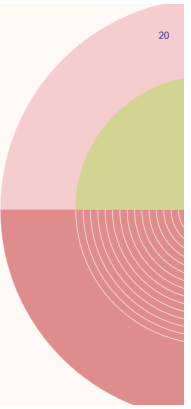
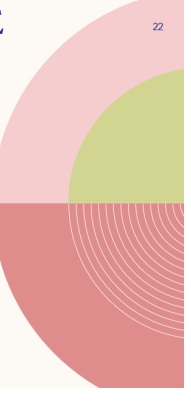
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	VISUAL #4	DO: Remind learners when 1 minute remains.	
16).	Visual #5 VISUAL #5	TIMING: 2 minutes SAY: Please analyze this visual aid and rate it from 1-3 using polleverywhere. DO: Remind learners when 1 minute remains.	Monitor the chat box for questions. Place a 2 minute timer on the slide. [ADVANCE SLIDE]
17).	Debrief on Effectiveness of Visuals	TIMING: 5 minutes SAY: Let's view the results of this ratings activity.	Display polleverywhere results. Monitor the chat box for questions. Get the Padlet activity ready for the next slide.

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	 DEBRIEF ON EFFECTIVENESS OF VISUALS STUDY SKILLS REMINDERS 1 SET GOALS 2 MEET ENVIRONMENT 3 MANAGE TIME 4 STUDY TECHNIQUES 5 BREAKS/SELF-CARE 6 SEEK SUPPORT DEDUCTIONS LIST - BEGAN CREATE APARTMENTS - REMOVED - UNPAID RENT - UNPAID UTILITY CHARGES - EXTENDED STAY - EVICTED - UNPAID LEASE TERMINATION - INADEQUATE NOTICE	DO: Direct learners to view the poll results. SAY: Let's discuss these ratings! Would anyone like to share which visual they rated the most & least effective and why? For example, I rated visual #5 the most effective because it was clear, the colors were easy to see, the data was easy to interpret and I liked the use of graphics to tie everything together.	[ADVANCE SLIDE]
18).	Let's Share – Effective Audience Engagement Strategies LET'S SHARE! Use Mentimeter to share some effective audience engagement strategies you have witnessed or heard about. 	TIMING: 5 minutes SAY: Now that we have discussed structuring content and visual aids, let's talk about effective audience engagement strategies. Please use the QR code on this slide to join the Mentimeter activity. Please share some effective & ineffective audience engagement strategies you have witnessed or heard about. You will have 5 minutes to complete this activity. DO: Use a timer on the screen to monitor the time. Warn learners when they have 1 minute left.	Push a link to the Mentimeter activity in the chat in case the QR code doesn't work. https://www.menti.com/alobkkkvadkx Use an online timer to display 5 minutes on the screen. Monitor the timer for the activity. [ADVANCE SLIDE]
19).	Discuss Effective Audience Engagement Strategies	TIMING: 5 minutes	Monitor the chat box for questions.

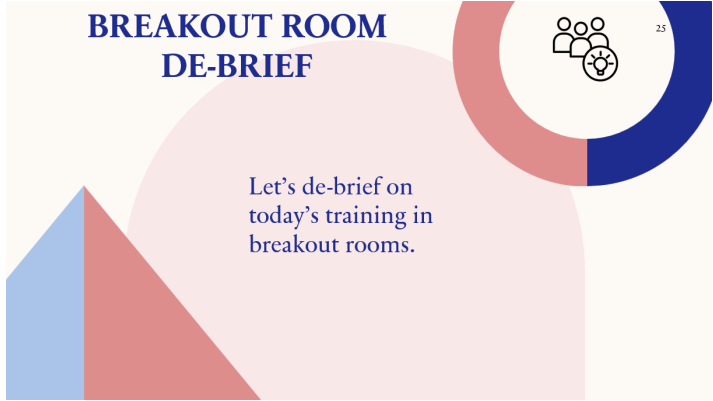
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	DISCUSS AUDIENCE ENGAGEMENT STRATEGIES Please raise your hand to speak or type in the chat to share. • Tell us about the top 3 audience engagement strategies that you find effective. • Tell us about the top 3 audience engagement strategies that you find ineffective.  	SAY: Let's take a look at everyone's responses. Do you see any answers similar to yours? Are there any you saw but didn't think of yourself? DO: Ask for a few volunteers to share their Mentimeter responses. Begin with effective strategies and then ineffective strategies. Ask audience members follow-up questions after they share their response.	Be sure the Mentimeter remains on the screen for this activity. [ADVANCE SLIDE]
20).	Managing Audience Engagement Explanation MANAGING AUDIENCE ENGAGEMENT - Set clear expectations. - Interact from the start. - Use interactive tools. - Foster discussion & collaboration. - Provide opportunities for reflection. - Follow up & provide resources. - Encourage questions & feedback.  	TIMING: 3 minutes SAY: Let's talk some more about managing audience engagement. Here are some tips for creating effective engagement in your audience. • Set clear expectations. • Interact from the start. • Use interactive tools. • Foster discussion & collaboration. • Provide opportunities for reflection. • Follow up & provide resources. • Encourage questions & feedback.	Monitor the chat box for questions. <Click> to make each tip appear. [ADVANCE SLIDE]
21).	Utilizing Virtual Tools to Enhance Presentation Experience – Individual Activity	TIMING: 2 minutes SAY: Now, we are going to talk about utilizing virtual tools & features to enhance presentations. Please think of a time when you attended a training where virtual tools & features were	Monitor the chat box for questions. Place a 2 minute timer on the screen. [ADVANCE SLIDE]

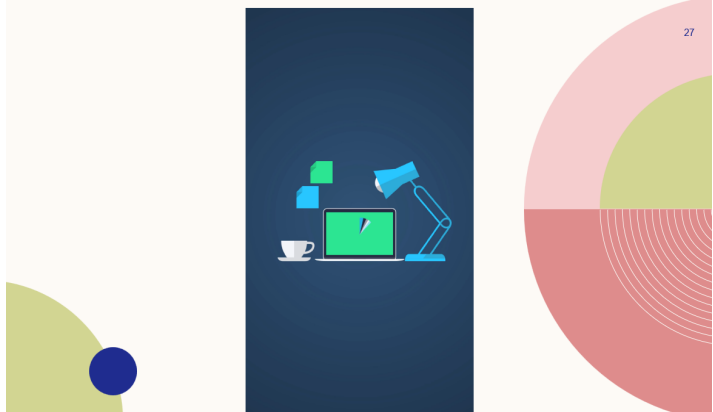
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	 UTILIZING VIRTUAL TOOLS TO ENHANCE PRESENTATION EXPERIENCE <i>Think of a time when you attended a training where virtual tools/features were used effectively.</i> How were these tools/features effectively used?	used effectively. What were those tools & features and how were they used effectively? You have 2 minutes to think. DO: Warn learners when they have one minute left.	
22).	Effective Virtual Tools/features Explanation  EFFECTIVE VIRTUAL TOOLS/FEATURES	TIMING: 5 minutes SAY: Some effective tools & features to consider using for online presentations are: • Mentimeter ◦ Word clouds, live & instant polling, quizzes, Q & A, surveys • Polleverywhere ◦ Multiple choice, word cloud, Q & A, clickable image, survey, open-ended, competition icebreaker, & more • Quizizz ◦ Quiz with 10+ question types, interactive lesson slides • Kahoot ◦ Quiz, word clouds, puzzles, polls, brainstorming • Padlet ◦ Digital notice board, collaborative	Monitor the chat box for questions. [ADVANCE SLIDE]

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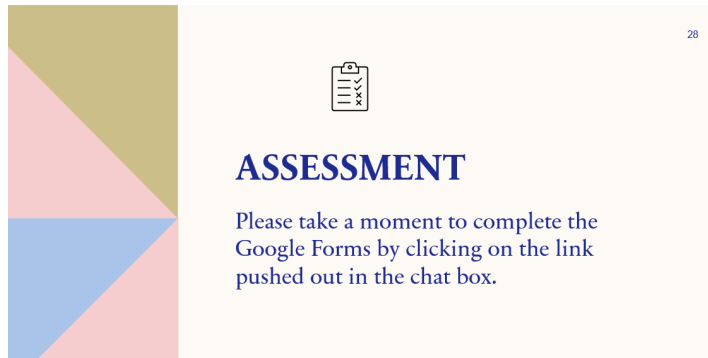
		- Breakout rooms - Facilitate group interaction, collaborative DO: Ask learners if they have ever used any of these tools during a presentation they attended. Did they find them effective or not?	
23).	Breakout Room De-Brief 	TIMING: 5 minutes SAY: We will now spend five minutes discussing what we learned during this training in breakout rooms. After the breakout rooms have been created, please click the join breakout room button, and begin the discussion. DO: Give participants a one-minute countdown when the breakout rooms have almost concluded. Join the breakout rooms to monitor the discussions. Keep track of the time and when breakout rooms will end.	Create 4-6 breakout rooms, depending on the size of the audience. Monitor breakout rooms to ensure each participant is in a room. Place a 5 minute timer on the screen. Monitor the time for the activity. [ADVANCE SLIDE]
24).	Summary Introduction	TIMING: 1 minute	Prepare the Vyond video. Monitor the chat box for questions.

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		SAY: To conclude this training, let's watch a video of some highlights.	[ADVANCE SLIDE]
25).	Vyond Video Summary of Training 	TIMING: 2 minutes SAY: Please focus your attention on the video we are about to watch. As you watch, think about what you have learned during this session.	Click play on the Vyond video. Monitor the chat box for questions. [ADVANCE SLIDE]

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26).



ASSESSMENT

Please take a moment to complete the Google Forms by clicking on the link pushed out in the chat box.

TIMING: 5 minutes

SAY:

Please complete the assessment by clicking on the link pushed out in the chat box. You have 5 minutes to complete this task.

DO:

Help producer monitor the chat box for any questions.

Assessment Questions:

When designing online content, you should be sure to...:

☒ make content easily consumable

☐ put as many graphics in the presentation as possible

☒ engaging for target audience

You should always include complete sentences and avoid using bullets, headings, or sub-headings. 1 points

☐ True

☒ False

Visual elements should be used: 1 points

☒ to break up text

☒ to improve understanding

☐ only when it matches the color palette of the presentation

Push out the Google Forms link in the chat.

<https://forms.gle/wMGVxuFcnaXkQKC89>

Put a 5 minute timer on the screen.

Help monitor the time.

[ADVANCE SLIDE]

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Should multimedia be included in presentations?

☐ Yes ✓☐ No ✕☐ Add option or add "Other"

☒ Answer key (1 point) Required

Best practice is to include summaries & re-caps. 1 points

☒ true☐ False

Best practice is to include summaries & re-caps. 1 points

☒ true☐ False

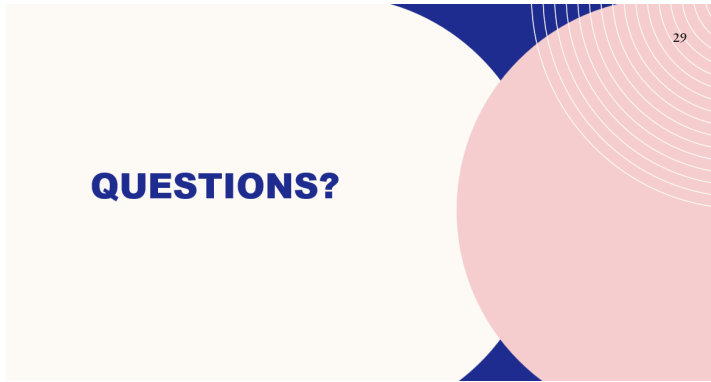
To effectively manage audience engagement, you should: *

☐ Set clear expectations☐ interact minimally☐ use interactive tools☐ allow learners to reflect at the end of the training only☐ provide resources & follow up

Some tools you can use to make your presentation more engaging are:

☐ Mentimeter and Polleverywhere ✕☐ Quizizz & Kahoot ✕☐ Padlet & breakout rooms ✕☒ all of the above ✓☐ none of the above ✕☐ Add option or add "Other"

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		... An assessment should be included to ensure learner understanding of the content. Multiple choice ☐ true ☒ false ☐ Add option or add "Other"	
27).	Thank You  THANK YOU Erin Melo erinmelo@trainingsolutions.com	TIMING: 1 minute SAY: Thank you so much for attending this training on effective presentation skills for virtual instructor-led training. My email address is listed in the participant workbook.	Monitor the chat box for questions. [ADVANCE SLIDE]
28).	 QUESTIONS?	TIMING: 2 minutes SAY: Thank you for completing this training. I hope that you are now familiar with ways to create effective presentations for virtual content. Have a great day!	Monitor the chat box for questions.