

Feeling at home in a virtual workshop

Entering A New World

Participants will have varying levels of computer literacy. Send your guests a simple email on how to connect to the workshop, with all the necessary links in one place.

Creating Connection

Workshops are about collaboration. As participants login, consider giving them a fun activity to complete while you wait for arrivals.

Getting Comfortable

The first job of the facilitator is to make everyone feel comfortable. Run through technical checks and a brief overview of all the features that your webinar platform offers, including how people can ask for assistance.

Setting Expectations

Let participants know how and when is best to provide ideas, opinions, and ask questions along the way.

Maintaining Focus

It can be hard to captivate an online-audience with a talking head. Virtual workshops make it very easy to integrate slides, video, animation or dual facilitators to engage your audience.

An Opportunity For All To Be Heard

Gathering opinions, ideas, and feedback is easier in small groups. Utilise smaller virtual “breakout rooms” for activity work, assigning a facilitator and a note-taker to each group.



#3 Test sound & background noise

Audio quality can be enhanced with a headset, or your Apple ear phones.

#2 Webcam

Your laptop or phone camera is sufficient quality, aiming to set-up the camera at your eye level.

#4 Good Lighting

Make sure you have a good light source that is behind the camera lens

#1 Camera Framing

Frame yourself so that participants can see from your chest to just above the top of your head. This will allow you to use your hands when talking, and move freely.

#5 Refreshments

Stay hydrated and eat prior to the workshop for energy.



Please feel free to get in touch,
if you have any questions
about online engagement:
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