

Effective Virtual Facilitation

Using Microsoft Teams

On-Site or Virtual



This workshop teaches the best practices for virtual facilitation. Participants will learn keys to creating an engaging learner experience, including the unique differences presenting virtually vs. in-person, and the presentation-related features and functions in Microsoft Teams. Two hours, virtually through Teams.

Course Outline

Creating an Engaging Learner Experience

- What's different about virtual vs. in-person and how to adapt to changes, develop a backup plan, etc.
- Preparing and becoming present for the presentation
- Frequently interacting with participants through chats, polls, unmuting
- Optimal break schedule
- Presence: Voice, being on camera, distraction-less background, authenticity, etc.
- Presentation strategies for maximum engagement

Key Presentation Features in Microsoft Teams

- Sharing slides
- Toggling between applications
- Engaging in the chat box
- Using polls
- Muting/unmuting participants
- Using a second monitor

Contact us if we can support your team in delivering more engaging and impactful presentations using Microsoft Teams.