Running a workshop using video conferencing

Workshop description

This workshop is designed for experienced trainers who want to use video conferencing as a tool for delivering workshops.

By the end of the workshop, participants will be able to:
- identify how delivering a workshop online may differ from delivering it face to face,
- plan the structure of their online workshop,
- identify how they will use their cameras and video conferencing software, and
- plan what supporting materials and props they will need.

Your preparations for the workshop

Homework before the session.

Think of the last face to face workshop you ran. Make brief notes to remind you about:

- What was most useful to the participants?

- What did the participants have most difficulty with?

- How did you make sure the participants were following you?

- How did you know when participants were having problems?

- How did you help participants when they were having problems?

- What visual aids did you use?

- What took longer than you expected, and what went quicker?

Bring to the workshop

Things you will need to bring to the workshop:

- Device for taking part in the workshop. Pre-install the client for the video-conferencing system that is being used to run the workshop. Test that you can join a meeting. Something to support the device so you can see its screen and the camera can see you while you are using both hands for something else.

- A knitting or crochet work in progress, or a small item to show.

- A method of taking notes that you can use while connected to the video conferencing session.

Workshop agenda

1. Introductions and welcome

2. Planning for your workshop

3. Planning your virtual workspace

4. Running the workshop

5. Summary and actions