Virtually Fabulous

Inspire * Engage * Move to Action

Welcome!

We're so happy you decided to invest this time in moving from virtual by necessity to Virtually Fabulous!

Use this workbook to support your learning by adding your insights and observations. You can print or edit online then save your personalized copy.

Before starting take a moment to note down your personal goals for this session:

What has been your experience of digital events so far?

What brought you here?

Types of event

Types of impact

What impact do you seek?

Achievement happens when we pursue and attain what we want.
Success comes when we are in clear pursuit of why we want it.

Simon Sinek

What You Need To Get Started

A platform - Zoom, WebEx, Adobe Connect etc.

Internet connection

Laptop with video and microphone - or upgrade to add-ons

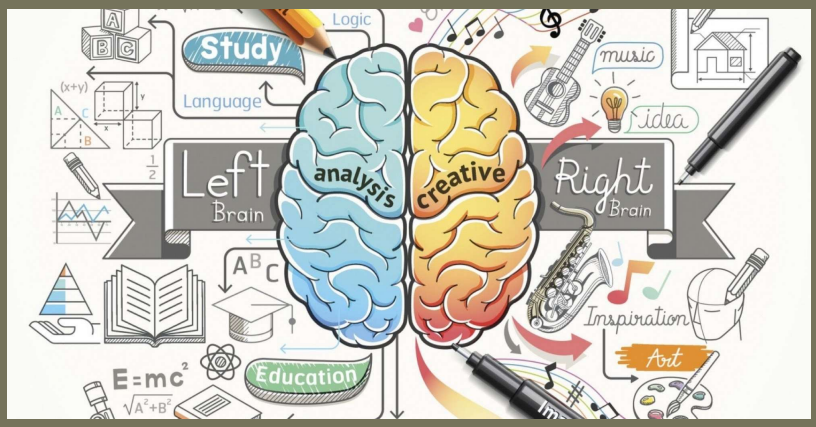
An appropriate quiet space

Ability to create visuals - ie Powerpoint

We are moving from a mindset of Virtual by Necessity to **Virtually Fabulous**

6 Elements to Virtually Fabulous:

Team Meeting or Learning Event? How to adapt to your needs



Left Brain Dominant Activities

Right Brain Dominant Activities

Use mind maps, brainstorming, discussion groups

Map your Landscape

Think BIG and then get specific

Identify your stakeholders

Pull together all your resources

Identify any knowledge gaps and how to fill them

What is your goal?

What is your audiences' goal?

Use Performance Objectives to avoid Scope Creep!

Use checklists, spreadsheets and process maps

Get Clear on Logistics

Decisions / Constraints / Contingencies

- Size of audience per event
- Date / Time / Duration of event
- Platform
- Configuration – level of interaction?
- Producer
- Back ups
- Communications / Marketing Strategy

Use mind maps, brainstorming, discussion groups

Design your event

What drives your design? (Landscape revisited)

Sequence

Interactions – Tennis Match / Puppy Treats

Quotes and Visuals

Assets

Start Strong and Finish Fantastic

Use checklists, spreadsheets and process maps

Consider the User Experience

Communications

Support

Rehearse out loud!
Use mind maps, brainstorming, discussion groups

Raise your Facilitation Game

Physical Space

Head Space

Visuals

Sounds

Use checklists, spreadsheets and process maps

Plan Your Follow Up

Evaluation

Communications

Map your Landscape

Use mind maps, brainstorming, discussion groups

Think BIG and then get specific

Identify your stakeholders

Pull together all your resources

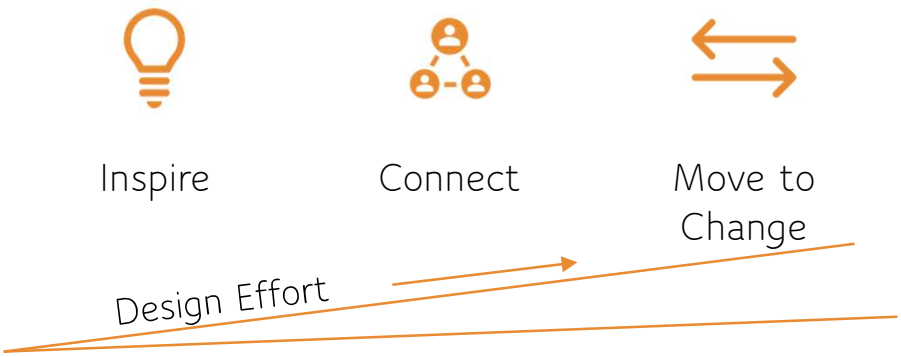
Identify any knowledge gaps and how to fill them

What is your goal?

What is your audiences' goal?

Use Performance Objectives to avoid Scope Creep!

What impact are you seeking for your event?



Stakeholders

- You
- Your Audience
- Your Subject Matter Experts
- Gatekeepers
- Your Support Network
- Who else? Get specific

What is their role?

How might they impact your event?

Performance Objectives (mostly learning events)

By the end of this event you will _____.

Show me!

Write a performance objective I might have had in mind for this event

Map your Landscape: REVIEW

Key learnings:

Questions:

POLLS PostScript:

Uses

Different ways to implement:

Use checklists, spreadsheets and process maps

Get Clear on Logistics

Decisions / Constraints / Contingencies

- Size of audience per event
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- Configuration - level of interaction?
- Producer
- Back ups
- Communications / Marketing Strategy

You can find this template and a blank copy at the end of this workbook

Platform	Cost, Functionality, Support, Capacity, Ability to track Registration Organizational Constraints (someone else has already made the decision)
Audience Size	Platform Configuration Goals and Objectives of the event
Date	Allow time for Marketing, Tech set up, pre event communications Any up coming Holidays / Seasonal variants to take into account
Time	Global or local audience In work or at home type of content
Duration	Keep it short!
Marketing	How will you promote and communicate about your event?
Contingency Plans?	Producer / iPad / Cell#'s / Participant reach out / DoomsDay scenarios
Rehearsal / Pilot	Soft launch

Use mind maps, brainstorming, discussion groups

Design your event

What drives your design? (Landscape revisited)

Interactions

Quotes / Visuals / Stories / Analogies / Metaphors

Assets

Sequence

Start Strong and Finish Fantastic

Design Assets Checklist

Slide Deck

Leaders Guide / Script

Workbook

Pre-Event Communications

Post Event Communication

Templates / Post Event eBook

Tools - Mind Map and Timeline Spreadsheet

Sequence

Have one!

Get in your audiences' shoes

http://sixminutes.dlugan.com/sequence-presentation/

- Chronological sequence
- Step-by-step sequence
- Spatial sequence
- Paired sequence

4MAT https://aboutlearning.com/

Why is interaction important?

List all the interaction can you think of

Interactions

Tennis Match & Puppy Treats

Q	C	R	V	C

Quotes and Visuals

Feelings are the germ and the starting point of cognition.

William James

We are not thinking machines that feel; rather, we are feeling machines that think.

Antonio Damasio

Design Your Event: REVIEW

Key learnings:

Questions:

BREAK OUTS: Postscript

Insights and observations

Logistics and Impact

Consider the User Experience

Communications

Support

Use checklists, spreadsheets and process maps

Pre event Communications may include:

- How to join
- What to expect
- How to prepare for success
- How to get help / ask questions
- FAQ

Post event Communications may include:

- Useful recap
- Evaluation opportunities
- Resources
- Next steps
- How to get help / ask questions

Support

- Technical
- Content
- Pre / During / Post

Raise your Facilitation Game

Managing **Your** Experience so you can create **Their** Experience

Rehearse out loud! Use mind maps, brainstorming, discussion groups

Physical Space

Head Space

Visuals

Sounds

Your Physical Space: The Room Where it Happens

Look into the light

Eye level with Camera

Arrange your background

Minimize clutter and distractions

Think about your wardrobe

DO A SCREEN TEST EVERY TIME

See checklist at end of this workbook

Visuals

Sound

Your Mental Space

Power pose: Amy Cuddy (2 mins)

- https://www.youtube.com/watch?v=r7dWsJ-mEyI

How can I best serve now?

B Team Magic

The Man in the Arena

THE MAN IN THE ARENA

IT IS NOT THE CRITIC WHO COUNTS; NOT THE MAN WHO POINTS OUT HOW THE STRONG MAN STUMBLES, OR WHERE THE DOER OF DEEDS COULD HAVE DONE THEM BETTER. THE CREDIT BELONGS TO THE MAN WHO IS ACTUALLY IN THE ARENA, WHOSE FACE IS MARRED BY DUST AND SWEAT AND BLOOD; WHO STRIVES VALIANTLY; WHO ERRS, WHO COMES SHORT AGAIN AND AGAIN, BECAUSE THERE IS NO EFFORT WITHOUT ERROR AND SHORTCOMING; BUT WHO DOES ACTUALLY STRIVE TO DO THE DEEDS; WHO KNOWS GREAT ENTHUSIASMS, THE GREAT DEVOTIONS; WHO SPENDS HIMSELF IN A WORTHY CAUSE; WHO AT THE BEST KNOWS IN THE END THE TRIUMPH OF HIGH ACHIEVEMENT, AND WHO AT THE WORST, IF HE FAILS, AT LEAST FAILS WHILE DARING GREATLY, SO THAT HIS PLACE SHALL NEVER BE WITH THOSE COLD AND TIMID SOULS WHO NEITHER KNOW VICTORY NOR DEFEAT.

~ THEODORE ROOSEVELT

Raise your Facilitation Game: REVIEW

Key learnings:

Questions:

Which tools have we used today to increase connection and engagement with the audience?

Visual: Slides	Annotation Tools	Fill in the blank worksheets	Background Music	Conversation
Demonstration - watch me ...	Whiteboard - presenter driven	Polls	Eye Contact	Whiteboard - collaboration tool
Play animations / Videos (YouTube etc.)	Reflection Time	Break Out Rooms	Document Sharing	Instructions - multiple methods
Screen Sharing	Voice Pace	Body Language	Visual: Video	Questions - call out by name
Status Tools	On screen Chat	Q&A time	Voice inflection	Songs

Use checklists, spreadsheets and process maps

Plan Your Follow Up

Evaluation (level 1)

Event Poll or external survey tool

https://dickensandi.typeform.com/to/TTiAUJW8

Communications:

Resources / Recaps / Additional Events / Commitments

https://www.futureme.org/

Action Plan your Path to Fabulous

Write down one thing for each of the 6 elements that you will do differently to get you on the path to fabulous. Get specific and add dates.

What gets scheduled gets done!

Map your Landscape

Get Clear on Logistics

Design your event

Consider the User Experience

Raise your Facilitation Game

Plan Your Follow Up

Thank you!

We ask ourselves, who am I to be Brilliant, Gorgeous, Talented Fabulous?

Actually, who are you not to be? You are a child of God. Your playing small does not serve the world.

Marianne Williamson

Check list of Check lists

- Assets to create
- Logistical decisions and constraints
- Stakeholders
- Audience interactions
- Producer Tasks
- The Room where it happens – managing your space
- Landscape mapping
- Left Brain, Right Brain and the event design process
- Course Design

Some examples and blank copies follow. Not everything is covered – sometimes there is more value in creating your own. You'll find suggestions earlier within the workbook

Producers Check List

Ensure Producer is given full rights at start of session

Task	Details
Contingency communication lines	Do you have cell # for producer, other presenters, organizer etc.? Do you have emails for participants?
Contingency plans – Copy of deck? Max. stall time? Activities for Stall time?	How should the Producer behave if the presenter looses connection? Could they walk through parts of the deck? Call a coffee break?
Switch recording on	Can be automated or do you need Producer to switch it on
Notify audience re -recording	Legal requirement – someone needs to do this
Bio and Intro	Agree on positioning and room warm up
Responsibilities re Chat	Should they interrupt? Respond to chat directly? Simply monitor Respond to tech issues only
Links to share in Chat	Provide them ahead of time inc. Evaluation and useful resources
Polls to launch	details if appropriate – also have a plan B agreed
Documents & Videos to share / open	Supply copies Agree on how sharing is to occur Check settings etc.
Mute / UnMute protocols	If there is background noise OK to mute all?
Drive the slide deck?	Yes or no – provide copy if required.
Screen Annotation	Yes or no
Manage BreakOut groups	Set up / Instructions
Launch evaluation	Provide link etc.
End of event logistics	Close session

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Logistical Decisions, Constraints and Contingencies

Platform	
Audience Size	
Date	
Time	
Duration	
Marketing	
Contingency Plans?	
Rehearsal / Pilot	

Landscape Mapping

What do you want to talk about?	
What resources do you have? List them: • **Personal knowledge** • **Subject Matter Experts** • **Articles / Videos / Books** • **Other** • **Gaps?**	
What is your goal? • **Inspire** • **Engage** • **Move to Action**	
What is you audience's goals and / or expectations?	
How do you need to take your stakeholders goals into account?	

Now distill your goals and aims in rigorous Performance Objectives. Apply the "show me…" test. Yes, YAWN! But these helpful guardrails protect against scope creep and you don't have to share with anyone else.

What differences are there between hosting a Learning event or a meeting?

In the Room Where it Happens – setting up your physical space

- ❑ Sit into the light
- ❑ Check and arrange your background – the pros and cons of a Virtual Back Ground
- ❑ Minimize distractions – phone / pets / clutter
- ❑ Check your position on Screen
- ❑ Clothing - be aware of colors and patterns, minimize distractions for your audience
- ❑ Smile at the Camera – postit notes
- ❑ Hide your self view?
- ❑ Hide others / have speaker view
- ❑ Have an ipad set up to see what your audience see's
- ❑ Screen share: practice for smooth transitions

  - Ways to share your deck

Power pose: Where the body goes the mind follows
https://www.youtube.com/watch?v=r7dWsJ-mEyI

Stand vs Sit