

## How To Add Interaction and Collaboration Into Your Webinars

### Set-up

- Enable Note Pod rights for Participants – Attendee pod/Top Right/Attendee Options/Enhanced Participant Rights/Note Pod
- Add features to Broadcast vs Training Webinar Slide
- Set-up Web based Interactive Whiteboard for – Types of Webinar
- Add Pro's and Con's Chat Boxes to Slide
- Set-up Scavenger Hunt
- Set-up Press Conference Layout for Breakout
- Set-up Case Study Layout for Breakout
- Set-up Discussion Layout for Breakout

### Soft Opening

- Word Scramble

Actual Time	4 Min- Blocks	Duration	Topic/Content	Type of Participation	Materials Needed
1500	4	4	Word Scramble	Jargon	Whiteboard
	4	8	If You Could Leave With One Thing – (Want/Objective)	Reflect	Whiteboard
	4	12	Types of Webinar <ul style="list-style-type: none"><li>• Explain differences</li><li>• Which type do you do <i>then</i></li><li>Which type should you be doing</li></ul>	Categorising	Whiteboard
1515	4	16	Biggest Mistake  On the whiteboard, what do YOU think is the biggest mistake trainers make when facilitating webinars?  Show own thought – <i>‘Not applying learning principles to webinars’</i>	Predictive	Chat

Actual Time	4 Min- Blocks	Duration	Topic/Content	Type of Participation	Materials Needed
	4	20	Let's look at what's happened so far: <ul style="list-style-type: none"> <li>• Word scramble</li> <li>• What you want (objective/WIIFM/Challenge)</li> <li>• Types of Webinar – Grouping (Technique 1) Include external interactive whiteboard idea</li> <li>• Biggest Mistake – Could be biggest challenge, No 1 Idea etc</li> </ul>	Reflective	Audio/Chat
	4	24	Ctd		
1530	4	28	Technique 2 - Pros and Cons  <i>(if Webex – Just chat Broadcast Last Name – A-L Pro, M-Z Con)</i>	Participative	Multiple Chat or notes board
	4	32	Technique 3 - Scavenger Hunt <ol style="list-style-type: none"> <li>1. How many tips?</li> <li>2. How frequent are the development modules?</li> <li>3. Is there any 1:1 Support?</li> </ol> <a href="https://www.eureka-tp.com/tipsfortrainers/">https://www.eureka-tp.com/tipsfortrainers/</a>	Research Participative	Web based document to research
	4	36	Technique 4 – Video  Ideas <ul style="list-style-type: none"> <li>• What Would Cause This?</li> <li>• What happens next?</li> <li>• Where have you seen this sort of behaviour?</li> </ul>	Video/Prediction	Video
	4	40	Technique 5 – Making Notes  Placemat or handout. Big mistake is not encouraging note making.	Placemat	Whiteboard of placemat

Actual Time	4 Min-Blocks	Duration	Topic/Content	Type of Participation	Materials Needed
1545	4	44	Collaboration Technique 1 -Press Conference – Blended Training Solution  Outcome – Summary Briefing Document  Breakout Room – 3 minutes to generate your questions. (3 Minutes)  Main Room - Ask Questions (6 Minutes)  Breakout Room – Summary (3 Minutes)  Share (4 Minutes)  Debrief (4 Minutes)	Collaborative	Breakout room
	4	48	ctd		
	4	52	ctd		
	4	56	ctd		
1600	4	60	Collaboration Technique 2 – Case Study  In Breakout room and determine the best option and why  Share in main room chat or audio	Collaboration	Chat or audio
	4	64	Collaboration Technique 3 – Discussion  3 ideas you could suggest for the use of discussion during your webinars.	Reflective Collaboration	Breakout room
	4	68	4 Minutes Template	Share Screen	Word Open
			Back to One Thing Slide to close	Reflective	Whiteboard