13 Opening Activities

And

13 Closing Activities

For Your Live Virtual Training

Opening Activities

I'd suggest that the opening of your virtual training takes approximately 10% of your virtual training time. If your virtual training is scheduled for 60-minutes, then your opening should take approximately 6-minutes and is totally learner centred.

Why?

To ensure:

- You break your learners pre-occupation ie stop them thinking/doing what they were doing just prior to their virtual training.
- Learners have time to re-think what they want to leave their training being able to do and that you have time to capture this,
- You start connecting your learners to the content of their virtual training.

This is not the facilitators time ie it's not the time to:

- Give your biography
- To present objectives
- To offer a long introduction

It's the time to engage your learners and set the scene for the format of their virtual training.

Opening Activity 1 - Bingo

Preparation

- Ask everyone to have a sheet of blank A4 paper
- Prepare a slide containing 16 terms, ideas, activities, facts etc from the content of the virtual training (or maybe 12 if your content is short). See below for an example.
- Have a digital prize for the winner eg a quick reference guide, user tips, a website resource etc

Facilitating

- Ask learners to take their paper and holding it landscape, fold it in half.
- Then fold it in half again
- Then fold the long piece in half
- Open the paper up and it should have made 8 squares/rectangles
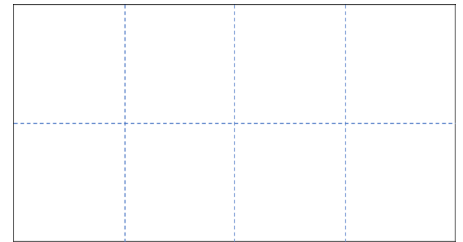
- Ask learners to turn it landscape and in the top left square, add 2 things they want to leave the webinar with. Allow 2 minutes
- Ask learners to share at least 1 of these in chat and read them out as you see them appear.
- In the bottom right square ask learners to add the words 'What I Will Do'

Activity Star	**Celebrate**	**Learner Focus**	**Benefit**
10%	**Activity Signs**	**Agenda**	**Activity BINGO**
Curiosity	**Activity Magic Dice**	**Relevant to Content**	**Everyone Wins**
Activity WIIFM	**Action Plan**	**Activity Eureka Train**	**Holding Attention**

- Show your slide with the keywords
- Ask learners to add 6 of these to their bingo grid and their selection could be:
-Something they are curious about
-A term they've never heard of
-Something that they want to know more about etc
- Allow 2-3 minutes

- Explain that this is going to be like a game of Bingo and like Bingo there will be prize for the winner.
- As learners hear their keyword, content, activity name etc that they have written on their bingo card, they can put a tick next to it.
- The winner will be the first person the tick all 6 content squares and to shout 'BINGO' via the microphone (not chat). If they don't use their microphone to shout BINGO, they don't win.

- Congratulate the winner and say explain what the prize is. BUT, say, "What [winners name] doesn't know, is that they have just won the prize for the entire team, so let's thank them in chat or with a virtual emoticon clap/smiley face."
- Ask learners to continue ticking off items on their own Bingo card as the training continues.

- At the end of the training, ask leaners to use their Bingo card again and add a brief note about each of the 6 items they originally added
- Allow 2-3 minutes
- Ask learners to revisit their original training wants and add next to each, what they have to satisfy that want.
- Allow 2-minutes
- Ask learners to now use the last square 'What I Will Do' and add 2 things that they are going to start to do/use as a result of this training.
- Ask learners to share at least one of these. You can create a whiteboard for this or ask them to share via Chat.

Nb – remember to share the prize with your learners as part of the follow-up.

Opening Activity 2 – We Predict

- Introduce what the next piece of content will be.
- Ask learners to predict (guess) 2 or more things the content might include eg some of the content, numbers, facts, terms etc.
- Allow 2-minutes
- Ask learners to share their predictions in chat

Read out loud the predictions your learners are making.

Bonus

As you present information, ask learners to use the raise hand emoticon (or any given emoticon) when one of their predictions come true. Acknowledge this as you see them.

Ideal for groups of 1 to 100

Opening Activity 3 – Jigsaw

Jigsaws are a great way to introduce the concept of the virtual training when piecing things together to give a complete solution. *For example:*
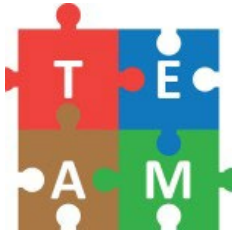
During one of the virtual training modules of our 'How To Design A Blended Solution For Training' I:

Preparation

- Create a digital jigsaw.
- Copy the link for use later.

Facilitating

- Set the challenge of the first person adding what the puzzle made from the link that you are about to share in chat.
- Paste the link of the puzzle into chat.
- Congratulate the winner. The say, "However, it's not about solving of the puzzle. My next question is – '*How is this puzzle like creating a blended solution?'*
- Ask learners to add their thoughts to chat and read some of these out loud.

From my example, the common answers are what I'm looking for ie 'A blended solution is made up of lots of small elements like the jigsaw that you piece together'.

In other words, it gives the concept of blended learning being made of small modules that piece together to give a blended solution for training.

But instead of me telling them that, they got the concept themselves!

You could use this for any type of training that pieces elements together eg 'Creating a project plan', 'Team building', 'Steps in a process', 'Sales'.

To create free on-line digital jigsaws:

- Create an image that you want to convert into a jigsaw using something like PowerPoint and same it as a picture (jpg).
- Go to www.jigsawplanet.com and either create an account or sign in.
- Click Create
- Upload image and select number of pieces etc (suggest 12 pieces and no rotation – it's not about a difficult jigsaw) and click create.
- Copy the link from the web browser and use this to paste into chat.
  Nb the link remains active for ever.

Your Challenge

Complete the Jigsaw puzzle to find the web address of 3 bonus training tips.
http://jigsawplanet.com/?rc=play&pid=18a2ccfc17b7

Opening Activity 4 – How This Will Help Me

Rather than just explain the virtual training objective to your learners, why not get them to buy-in by suggesting how the content will help them in their everyday work?

Preparation

Create a slide that has the workshop content summaries into a 'How To' on the left and 'How this will help me' on the right. For example, let's say that your virtual training sales orientated and this particular piece of the training is about identifying the decision maker. Create a slide something like the one to the left – using as much as the slide space as possible.

Facilitating

- Display the slide.
- Explain the objective – or simply read the text on the left of the slide. Keep it short.
- Ask learners to use the text tool (or chat if you don't have access to annotation) and add all the ways this content could help them in their everyday work.
- Allow 2-3 minutes.
- Read out some of the benefits and comment on them in a positive way.

You've now got your learners buy-in!

Opening Activity 5 – One Thing

Create a slide like the one below and replace the xxx with the content of the virtual training eg 'One Thing I Already Know About Product xxx' or 'One Thing I Already Know About Designing Virtual Training' etc

Facilitating

- Display the slide
- Ask learner to use the text tool and add 'One thing they already know' and add 'One Question they'd like answered about xx'.
- Once text starts to be added, read out a few of the things added.

This give you a good feel for the level of experience and what learners are really hoping for from their virtual training. You can ensure that you include things that answer some of the questions.

You can come back to this slide toward the end of the training and ask learner to answer the questions that were posed at the start of their training – which adds a nice close.

Other headings you could use:

- On a part II type virtual training, 'One Thing I've Used Since My Last Workshop'.
- 'One Challenge I'm facing relating to xxx'
- 'One Thing I've Learned So Far'

# Opening Activity 6 – Pick A Number

Preparation

- Create a slide with the numbers 1-9

- Create a slide with phrases related to the main content areas of your training plus 1 or 2 numbers between 1-9 eg for training it could be 'Training is …', 'I switch off during training when …' etc. Make sure the last question relates to what your learners want from their training eg 'To help my training I need …'. Below is an example for Developing Blended Solutions.
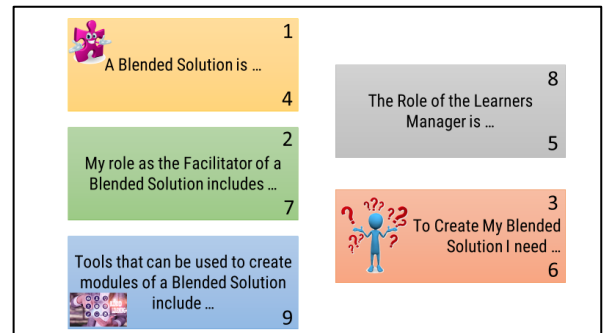
- Create a slide where learners can write that has the 5 Questions/Statements
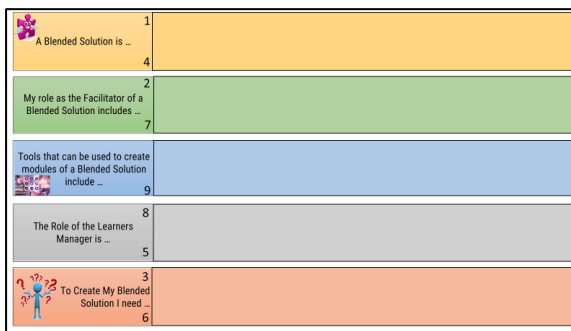
Facilitating

- Show the 'Pick a Number' slide and ask learners to select a number.
- Show the second slide with the Questions/Statements and numbers.
- Ask learners to use the question/statement that contains their number.
- Ask learners to complete their question/statement on their own and allow 2-3 minutes.
- Using the text tool, ask learners to add their thoughts in the box next to their statement.
- Read out the first question/statement and a few of the responses, adding anything additional that might have been missed.
- After the last one re needs, ask other learners to add anything specific they would like.

You have just introduced the agenda plus a little content and more importantly, got your learners thinking about what they actually want from their training.

Bonus - *Come back to this slide at the end of the training and ask if there should be anything added to the original responses and to list what specifically they have that satisfies their original needs.*

Opening Activity 7 – My Question

Preparation

- Create a slide with the heading, 'I question I have about [add the training topic here] eg 'I question I have about writing a proposal'
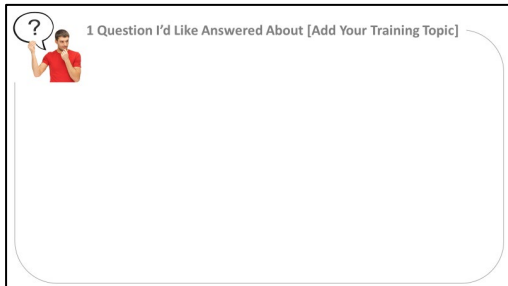
Facilitating

- Ask learner to take a minute and think about a question that they'd like answered about the topic of their virtual training.
- Allow a minute.
- Ask learners to add their question to the whiteboard using the text tool when they have their question.
- Read aloud some of the questions.
- Let learners know you will be coming back to their questions towards the end of the training and that you'll expect them to write the answer next to their question.

As part of the close

- Come back to learners questions.
- Ask learner to consider an answer to their question and using the text tool, add this to the whiteboard.
- Any unanswered questions – ask the entire team if they can offer an answer using chat. If not, you can give a summary answer.

Opening Activity 8 – Know, Do, New to Me

Preparation

- Create the slide below.

Facilitating

- Show the slide.
- Introduce the content such as 'The xxx Product' or 'xxx legislation' or 'Breakout Room'
- Say, "There are no right and wrong responses to what I'm about to ask you."

- Ask learners to use the text tool and add
-anything they already know about the content in the first row 'What we know'.
-anything they can actually DO not recall but DO re the content into the second row 'What we can do'
-add their name into the third row, 'It's new to me' if they know nothing about the content
- Allow 2-3 Minutes.
- Ask learners to consider, if this is what they already do and don't know, what would they like to leave their training being able to do re the training content.
- Allow 2 minutes for reflection
- Ask learners to add their needs to chat (or have a second whiteboard for them to add this)

Tip – As part of the close dome back to this slide at the end of the training and ask learner to add all the new things they know, what they can do and is anyone still in the 'New for Me'.

This activity gives you and learners a good sense of experience and ability within the virtual training, enabling you to 'pitch' content at the correct level.

Opening Activity 9 – Where We Stand

Use this to see learners:

- Current experience *eg Expert vs Novice*
- Viewpoint *eg Strongly Agree vs Strongly Disagree*
- Current behaviour *eg Totally Interactive vs Total Lecture when facilitating webinars*
- Sales *eg Box Shifter vs Solution Provider*

Preparation

Create a slide with a horizontal line and add the 2 extremes.

Facilitating
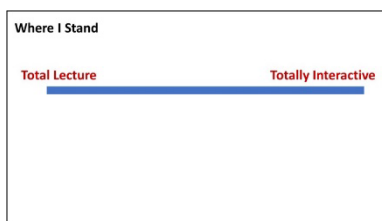
- Show your slide
- Ask learners to consider where they would be on the continuum (line). They might be at one of the extremes or somewhere in-between. Emphasise that there is no right or wrong answer, just where they think they would be.

- Allow 30 seconds
- Ask learners to use the text tool and add their initials where they current feel they are on the line. Allow 30 seconds.
- Comment on the mix (not on specific people)
- Draw a vertical line down the middle of the names so that roughly half the names are on the left and half on the right.
- Ask those on the left to add one plus and one negative thing about their option in chat. Read these out as they appear.
- Allow 30 seconds
- As Ask those on the right to add one plus and one negative thing about their option in chat. Read these out as they appear.
- Move into the content explaining that although we will be looking at xxx there is balance between the extremes with positive and negative elements to both.

More content pieces

Time management – people who always plan and manage their time vs those people that react to work as it comes in.

Management training – Managers who prefer to apply management models to situations vs managers who just handle things from personal experience.

Customer Service – Who thinks our current customer service is perfect vs those people who think it's terrible.

HR – Those people that evaluate everything (ROI) vs those people that never evaluate.

New Process – Looking forward to the new process vs don't want to change.

Opening Activity 10 - Signs

Use this opening activity when the emphasis of your virtual training is spotting signals/signs eg:

- Buying Signs – Sales
- Abuse – Child care, social work, police investigations etc
- Troubleshooting – Technical training
- Struggling with performance – Management training

Preparation

- Prepare a slide with 6 very recognisable signs eg road signs.

Facilitating
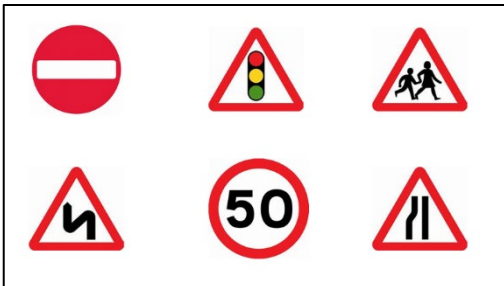
- Display a set of very recognisable signs
- Ask learners to use the text tool to write what the signs mean on the whiteboard. If you have a over 20 people, consider using chat.
- Comment as people write what the signs mean
- Say, "These are common signs and you know how to react to these, eg check your speak, slow down for bends in the road etc. It's the same with [add your content topic eg abuse]. There are signs we need to see and then act accordingly. So during this training, we will start to look at the sort of signs you should lookout for and then what you should do as you spot them."
- Say, "Just using chat, add any signs you might already be familiar with – even if you don't know how to proceed if you spot them"
- Comment upon these
- Move into your content

Idea

At the close, why not ask learners to list all the signs they now know related to the content. Then ask them to pick 3 and have them draw them (on a piece of paper) as traffic signs and to keep these in mind when they are next in a situation where they should be looking out for these signs. You could even get learners to share these via the web cam.

Opening Activity 11 – In A Nutshell

Preparation

- Create a slide with the heading '[Insert Your Training Topic] – In a Nutshell.

[Training Topic] – In A Nutshell
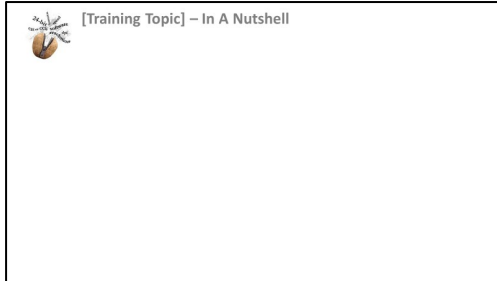
Facilitating

- Say, "Using a piece of paper and using 16 word – no more, no less, write a definition for xxx [the topic of their training]" eg if this was training about Blended Learning, then I'd ask for a definition of blended learning, if it was about time management, it would be a definition or time management etc.
- Allow 2-3 minutes.
- Ask people to share their definition in chat.
- Read out a few as they appear.
- Say, "Now what I'd like you to do, is remove half the words ie remove the 8 least important words leaving the 8 most important words – it doesn't now have to make a sentence, just 8 key words."
- Allow 1 minute.
- Say, "Now reduce this by half again, removing the 4 least important words."
- Allow 30 seconds.
- Say, "And one more time, remove the 2 least important words, leaving the 2 Key words."
- Show you 'In a Nutshell' slide.
- Ask learners to add their 2 key words to the whiteboard.
- Comment on some of these and tie them to the content of their training.

nb – if you have over 20 people, consider people sharing their words via chat rather than on the whiteboard.

Opening Activity 12 – Video Opening

Preparation

- Upload or have the link to the video you'd like learners to view relating to the content of their training eg we use the YouTube video in the link below at the beginning of our designing interactive virtual training prefaced with the question, 'What would cause you virtual learners to feel like the polar bear?'
https://www.youtube.com/watch?v=j9zsc45LDFE

- Create a slide making the heading the question that you will ask your learners.

Facilitating

- Show your Question Slide.
- Explain to learners that you're going play a video (or share a link in chat), but that they should keep the following question in mind while they watch the video. The question is [share your question] eg 'What would cause you virtual learners to feel like the polar bear?
- Play the video (or ask learners to click the link).
- After the video, ask learners to use the text tool and write possible answers to the question.
- Read out a few of these.
- Say, "So during this training, we're going to …(link to the video and your learners answers)"
- Move into your first piece of content.

Opening Activity 13 - Envelope

This is an ongoing activity from the opening to the close (See page 18 for the close)

Preparation

- As part of the pre-training information, ask learners to have an envelope and a blank sheet of paper with them as they join their virtual training.

Facilitating

- Ask learners to write 'My Great Ideas' in the middle of the envelope.
- Ask them to put underneath that title, specific things they want from their virtual training eg '2 ways to find new contacts (sales)', 'How to manage my team' etc
- Allow 2-minutes for this.

- Ask learners to use chat and share what they are looking for during their training. Read a few of these out as they appear.
- Ask learner to tear their blank paper into 6 pieces ie fold and tear down the middle. Fold each piece into roughly 3 even sizes and tear each down the fold – making 6 pieces of paper.
- Say that, as the training progresses, to write ideas they can use onto the bits of paper – especially if it relates to what they're wanting from the training, placing each of these into their envelope.
- Facilitate the training content ensuring you pause after each key part and suggest to learners to capture key points and add them to their envelope.
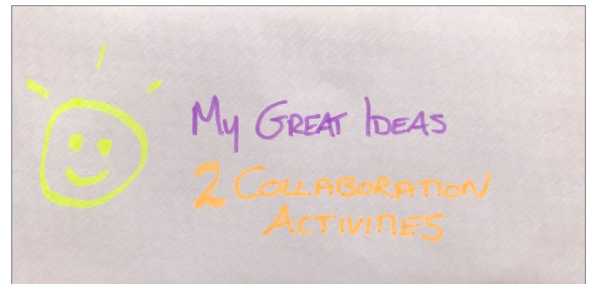
By doing this:

- Learners have thought about and written what they are hoping to take from their training.
- You are keeping engagement as learners write and store key ideas.
- You have given somewhere for learners to capture key points.

Nb – depending upon the time and your target learners, you could get them to draw how they are currently feeling or how they feel about the topic of the training, you could ask them to make things colourful etc.

Closing Activities

I'd suggest that like your opening you close should take approximately 10% of your virtual training time. If your virtual training is scheduled for 60-minutes, then your close should take approximately 6-minutes and is totally learner centred.

It needs to:

- Bring things together.
- Encourage learners to note what have been key learning points.
- Get learners to create a short action plan that they can implement immediately.

Your close could be as simple as a slide that asks them to add their key take away from their virtual training. But the following ideas add more depth by giving time for learners to consider and note what was key and what they can start using now.
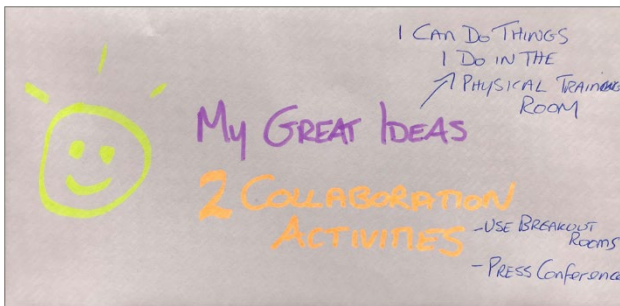
Closing Activity 1 – Envelope Continued

Preparation

- See opening activity on Page 16

Facilitating

- As you move into the close of the virtual training:
- Ask learner to take out all the pieces of paper that they have added to their envelope.

- Ask them to select those that give them something towards the specific things they were looking for from their training and write the ideas next to their need on their envelope.
- Ask them to look at all the ideas again and select the key one that they can use immediately and add that to the front of their envelope.
- Ask everyone to share their key idea in Chat.
- Read some of these aloud as they appear.

The great thing with this activity is that learners leave with very visible key ideas, plus ideas they can use later inside of their envelope.

Closing Activity 2 – Shout Out

Preparation

- Have a blank whiteboard available.

Facilitating

- Say to learners, "I'd like someone to add a number in chat, any number, between 3 and 11".
- Take the first number that is added (usually it's 7).
- Say, "I'd like you to add (number given eg 7) different ideas about today's training to the whiteboard using the text tool. You can thank (person's name) for the number selected."
- Allow 2-3 minutes.
- Congratulate your learners.
- Ask learners to make a note of 2 of these that they can start to apply immediately into their own work.
- Allow a minute
- Ask learners to use the highlight tool (or circle or drawing tool) to highlight (circle) their choices.

Idea – instead of using chat to collect the number, ask learners to turn on their microphone and shout out their number. Take the first number you hear.

Ideas for an opening – To convert this into an opening, use the same technique but with the number generated, ask for that number of things learners want to leave with. Reduce the numbers to between 2 and 7.

Closing Activity 3 – What, Where, When and How

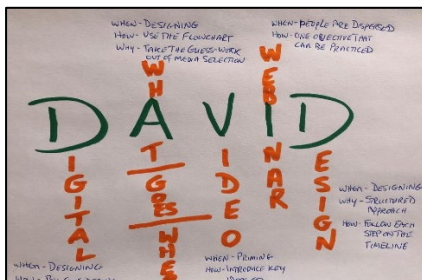## Preparation

- Ask learners to bring a blank sheet of paper.

Facilitating

- Using their piece of paper, ask learners to turn it landscape and write their first name spacing it out from left to right across their paper.
- Using each letter of their name, add one thing about the content. It doesn't need to start with that letter, but must include it eg
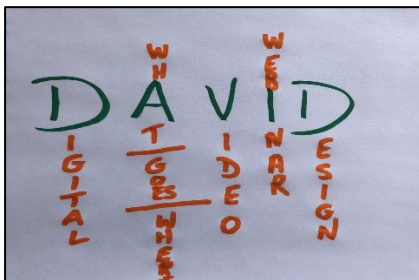
- Allow 2-3 minutes.
- Say, that is the 'What' so I'd now like you to add:

  -When you would use it

  -How you would use it

  -Why you would use it

  eg

- Allow 3-5 minutes
- Conclude by saying, you've now got a summary of all the content as well as how, when and why you'd use each part. Keep this handy on your desk and start adding these ideas into your everyday work.

Closing Activity 4 – Star Ideas

Preparation

- Create a slide with a large 5-pointed star in the middle.
- Create a slide with the numbers 1-5 going around the points of the star ie number 1 in the first one, number 2 in the second etc.
- Create 5 breakout rooms (see note below if you don't have breakout rooms).
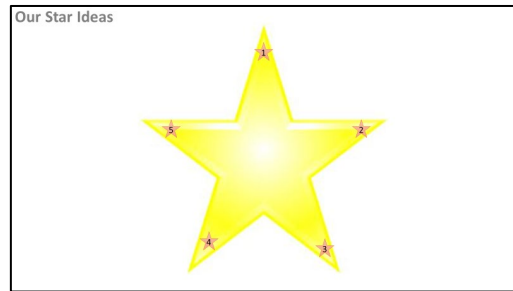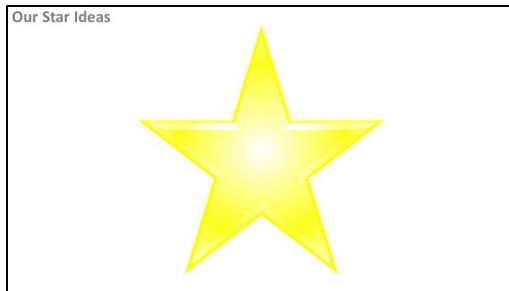
Facilitating

- Display the first star slide.
- Say to learners that you will organise them within 1 of 5 breakout rooms and that you'd like them to list 5 key ideas from their virtual training. Let them know that they will have 4-minutes for this activity.
- Send them into their breakout rooms and allow the 4-minutes
- Bring everyone back to the main room.
- Say that you're going to ask them to return to their breakout room and select their top 2 ideas, saying they have 2-minutes for this and to be ready to share in the main room. Also, to note the room number they are in.
- Send everyone back to their breakout room and allow 2-minutes.
- Change the slide in the main room to the slide with numbers around the star.
- Bring everyone back to the main room.
- Ask them to add their key idea to the star point containing their room number. If they notice their key idea has been added, to add their second idea instead.
- Read aloud the ideas as they appear.
- Ask learners to select 2 from the group star that they can take and use in their very next xx situation. Nb you could ask them to share these in chat.

If you don't have breakout rooms available

- Show the star.
- Ask learners to draw it on paper and then add 5 key ideas for themselves – one at each point of the star.
- Allow time.
- Ask learners to add their key one to the main star on the slide – they can use whichever point they want.
- Read aloud the ideas and thank them for sharing.

Closing Activity 5 – Pass The Pen

Preparation

- Create a slide containing a Star for each person in the training and add their names to one of the stars

Facilitating

- Ask learners to look back at their notes and select the key learning point from their training and be ready to share that in 1-minute.
- Show the 'Star' slide with learners names.
- Explain, "I'm going to start with [select a name eg Mark]. I'll ask Mark to turn on his microphone and share his key idea with us. After that, Mark, please use the highlight tool (or drawing tool eg pen) and draw a line – straight line, curvy line direct or indirect, to the next person to share their key idea ie you can pass the pen.
- Ask Mark to turn on his microphone and share.
- Thanks Mark.
- Ask him to use the pen tool to draw a line to the next person to share.
- Ask that person to share their key idea.
- Continue until everyone has shared their key idea.

Closing Activity 6 – Eureka! Express

Preparation

- Create a slide with the picture of a train, a train line and stations on the line – the station names being the names of your learners. Of course, you can rename it [your company] Express.

Facilitating

- Show the train slide.
- Make a story up of a new train line being created (for me it was a new tube line in London), and say that they are naming the line after your company. There are stops on the line and these will be called your names. But, the station needs to be decorated. Say, that you'd like them to decorate their station with their best ideas(s) from their training.
- Ask them to look back at their notes and select the key idea (or more if you want such as 3 key ideas).
- Allow 1-minute.
- Ask they to use the text tool and add their key idea(s) to their station to decorate it.
- Allow 1-minute.
- Read some of the ideas aloud.
- Ask learners to make a note of their key ideas as their action plan to implement into their everyday work.
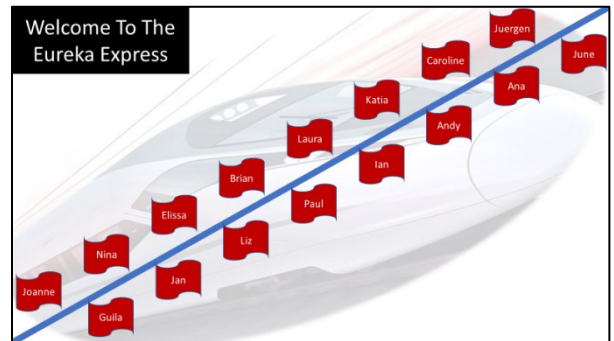
Idea – you could take a screen shot of the completed slide and send this to learners as follow-up ideas.

Closing Activity 7

Preparation

- Create the following slide replacing 'Universal Credit (Benefits)' with the topic of your training eg Sales, Customer Service, Leadership etc.

A-Z of Universal Credit (Benefits)			
A	B	C	D
E	F	G	H
I	J	K	L
M	N	O	P
Q	R	S	T
U	V	W	XYZ

Facilitating

- Display the A-Z slide.
- Ask learners to use the text tool and add something to do with the training content eg Universal Credit for each letter of the alphabet.
- As words start to appear, read them out aloud and comment/remind people of what this meant.
- Once complete, congratulate the entire team.
- Ask them to select 3 key words from the list and make a note of them, expanding them into action points they can make in the workplace.
- Ask learner to share their key point in chat.
- Read these out loud.

Facilitator tip

- When the first word appears, ask that person to put 'Me' in the chat and congratulate them for being first on the board
- When there is only one letter to go, say, the person to complete this one will be deemed the winner. When it's added, ask them to give a smiley face via the emoticons and congratulate them.

Nb – this could be used as an opening with learners adding everything they already know about a topic.
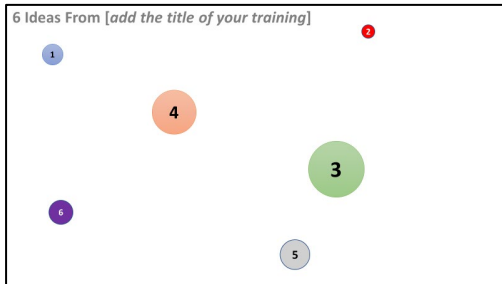
Closing Activity 8 – 6 Key Ideas

Preparation

- Create a slide with numbers 1-6 (more or less depending upon your content) in circles of different sizes. Add a title '6 Ideas From [title of your virtual training]'

6 Ideas From [*add the title of your training*]

Facilitating

- Show the number slide
- Ask learner to use the text tool and write one key idea/technique/activity next to each number. No duplicates allowed, so if a duplicate appears to delete it. If more than one person puts an idea next to a number, move it to another number until there are 6 different ideas.
- Congratulate learners on adding the great ideas.
- Ask each learner to make a note of 2 from the list that they can start to implement into their everyday work.
- Ask learners to share these in Chat (or you could ask them to add their initials next to the 2 they can use directly onto the whiteboard).
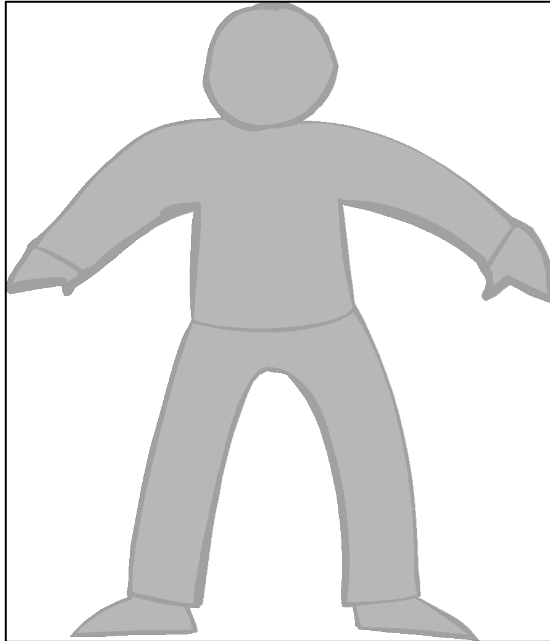
Closing Activity 9 – Closing With A Sense Of Wholeness

Preparation

- Create a slide like the one below

Facilitating

- Display the slide
- Say: - Using the text tool add the following text …
- Where the head is, add what you think about [your content]
- Allow 1 minute
- Where the heart is, add how you feel about [your content]
- Allow 1 minute
- Where the hands are, add what specific things are you carrying away with you from this training
- Allow 1 minute
- Where the legs are, add what additional support you might need to support this back in the workplace.

- Allow 1 minute
- Where the feet are, add what your next steps will be.
- Allow 1 minute

For your reference – at-a-glance

Head
Your Thoughts

Inside
Your Feelings

Hands
Techniques Carrying Away

Legs
Support For Implementation

Feet
Next Steps

Bonus Idea – for an opening

Why not use this idea as an opening activity, simply change some of the associations eg

- *Head could be what you already know about the content of the workshop.*
- *Chest could be how you're currently feeling.*
- *Legs could be what might help support their learning during their workshop eg support from other learners by them sharing their ideas and experience, how they might be able to support other learners, how the facilitator can support their learning by giving reflection time, plenty of practice, adding variety etc.*
- *Feet could be specific tools or techniques they'd like to walk away with by the end of the workshop.*

Closing Activity 10 – Fact, AhHa, Action

Preparation

- Create a slide with 3 rows titled:
  -Fact
  -AhHa
  -Action
  you can add a supporting graphic for visual effect.

Facilitating

- Show the 'Fact, AhHa, Action' slide.
- Ask learners to use the text tool and add:
  -1 Fact that they have learned during their training.
  -1 AhHa moment they've had.
  -1 Thing that they will do as a result of their training.
- Allow 3-4 minutes.
- Read out some of what's added as people are adding items.
- Thank your learners for sharing.

Closing Activity 11 – Mind Map

Preparation

- Create a slide with the training topic in the middle eg for sales it might be 'Prospecting' if that was the main content of the virtual training.

Facilitating

- Show your slide with the training topic in the middle.
- Ask learners to use their text tool and add as many things as they can relating to the content of their training.
- Comment on some of the words/ideas as they are being added
- Allow 3-4 minutes.
- Congratulate your learners on so many ideas etc that were added.
- Ask learners to now take 2-3 minutes, read all of the items added and select 2 that were key for them and that they could take and use in their everyday work.
- Allow 2-3 minutes.
- Ask learners to add their key idea to the Chat.
- Read out the key ideas added as they appear.

Closing Activity 12 – Start – Stop - Continue

Preparation

- Prepare a slide with three rows headed:
  -Start
  -Stop
  -Continue

START	
STOP	
CONTINUE	

Facilitating

- Ask learners to write down 1 thing they will start doing as a result of their training.
- Allow 1-minute.
- Ask learners to write down 1 thing that they realise is not the best approach so will stop immediately.
- Allow 1-minute.
- Ask learners to write down 1 thing that they are already doing and have had confirmation that this is the best approach so will continue doing.
- Show the 'Start, Stop, Continue' slide.
- Ask learners to use the text tool and share:
  -the 1 thing start doing, that they weren't already doing, as a result of this training.
  -the 1 thing hat they realise now is not the best approach so will stop immediately.
  -the 1 thing that they were doing and it has been confirmed that this is good to do, so will continue doing.
- Read some of these out as they appear.
- Thank learners for sharing.

Closing Activity 13 – Magic Dice

Preparation

- Create a slide with the picture of 2 dice

Facilitating

- Show the dice slide.
- Ask learners to turn on their web cams if they aren't already on.
- Ask them to imagine that they are holding 2 dice and to shake them so that we can see in the web cam.
- Then to throw the dice.
- Ask them to share what they rolled in chat eg 6 and 6 or 3 and 5 etc
- Ask them to write down the 2 numbers and circle the highest number.
- Ask them to look back at their notes and write down that number of ideas from their training.
- Allow 1-minute.
- Then using their lower number, ask them to then highlight (or circle) that number of ideas from their list that they can start to apply back in the workplace.
- Ask them to share these using chat.
- Read out some of these as they appear.
- Then say, using your paper and a pen:
  - Using the highest number you originally rolled, double it and add that number to your paper.
  - Add 5 to your current total.
  - Multiply your current total by 5.
  - Add the smaller number that you originally rolled to your current total.
- Ask learners to show their paper to the web cam and pretend that you can see these.
- Say, "I think that if you subtract 25 from the total that you just showed me you will have the 2 numbers of the dice you originally rolled.

Tip – Create and show the slide with each step of the mathematics.

Not a member of the Eureka Training Community yet?

Here's just some of what you're missing:

- Weekly, Quick Win Tips to add directly to your next training. Over the year, that's 52 no-prep activities that you have ready to pull out of your trainers toolbox whenever you need them.
- Monthly Live Development Modules to continue your training development PLUS access to all previous modules.
- Monthly Assignments – a practical 'how-to' deep-dive into one specific part of your learners training experience and then enhancing it.
- A development Roadmap taking you step-by-step through creating your very first training workshop.
- Help and support any time you need it. With our 'pick-our-brains' you have almost direct access to David and Christophe with a response usually within hours.
- Over 300 ready to use Ideas and Activities (just like these activities). This means that, when it comes to refreshing or designing a workshop and need new ideas, they are all ready and waiting for you – even categorised into Openings, Closes, Reviews, Live virtual training etc.

Find out more by clicking the link below:
https://www.eureka-tp.com/etcmembership