

# 18

## Successful Virtual Speaking, Webinars and Workshops

### TIPS FOR

While I've never been one to prefer online to in-person, like many of you, I've had to adapt to leading sessions online and have been very grateful to do so! I've compiled a list of my 18 best tips for speaking on virtual stages, leading webinars and delivering workshops online.

1 Put your laptop, monitor or camera just above eye level.

2 Put a smiley face on a post-it above the camera to keep you focused and engaged.

3 If you use your hands when speaking, make sure the camera is far enough back.



4 Invest in a large ring light.

5 Invest in a microphone that's not on your computer or headset.

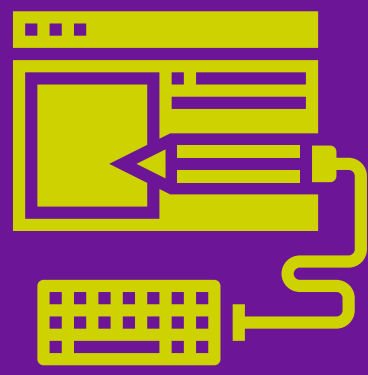
6 Write down the optional dial-in number in case your VOIP or internet disconnects.



7 Write your own introduction if someone else is introducing you. Consider it part of your presentation.

8 Do the same technique or ritual you use prior to going on stage or leading a workshop to get centered.

9 Engage participants by asking them to share something in the chat window.



10 As you see people's names coming up say 'Hello!'

11 Have everyone write on the whiteboard how they are doing to encourage engagement.

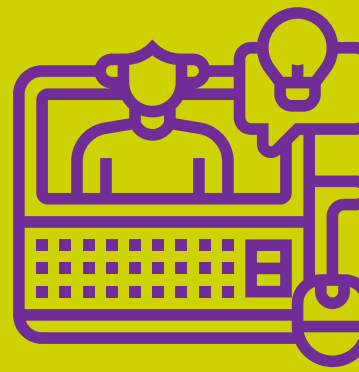
12 If you have a group of more than 8 people, don't have the group participate using audio. Use chat or the whiteboard.



13 Engage the group by asking specific questions and have them post answers in whiteboard and chat.

14 Throughout, focus on using chat, whiteboard, and relevant stories to engage the audience.

15 Use the chat window to share links to articles, resources as you go through virtual delivery.



16 Q&A via audio at the end of your session can work, just figure out beforehand, how people will identify themselves.

17 Jumpstart the Q&A by leading the audience - "I'm often asked this question" (insert a question). This gets the audience thinking and soon enough you'll have a few questions going.

18 Throughout the session, focus on using chat, whiteboard, and relevant stories to engage the audience.



**GREGG**  
**gb BROWN**

[www.greggbrown.ca](http://www.greggbrown.ca)

