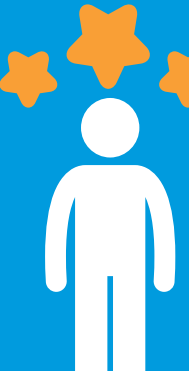



Tips & Tricks

You have an idea for a workshop? Here are some tips to ensure that you create an engaging and relevant experience for your LTEN colleagues as well as meet the LTEN guidelines for workshop submissions.




Experience Matters

- Have you chosen a platform that has the appropriate functionality for the activities you plan to run?
- Who is going to facilitate the workshop? Is one person presenting while another person is managing questions, polls, and the participant chat?
- Are they familiar with the tools within the virtual platform that they will need to use?
- Dry run your workshop on the virtual platform you will be using and ensure your workspace, sound settings, and files are ready in advance



Grab Attention

- Provide a learning experience that is different from a typical didactic conference presentation
- Grab your participants' attention at the beginning of the session to encourage them to stay versus finding another session




Create Engagement

- Pick the right delivery format to align with your intended workshop goals (interactive discussion, case study, panel)
- Strategically use powerpoint to involve participants through well targeted activities that keep participants involved
- Use the online tools, such as polling, raise hands, chat




Be Adaptable

- Poll the audience and realize adults may prefer to have a say in the flow of the workshop
- Consider versatile activities suited to small to large groups
- Roll with the punches when tech snags arise and be prepared to pivot



Be Focused

- Choose the right duration and platform for what you are aiming to accomplish
- Ensure your learning objectives and material are realistic for the duration, and build in some buffer for delays and tech issues



Tailor to Your Audience

- Create an LTEN learning experience that is relevant for all learning professionals, from first-timers to experienced members
- Ensure your workshop reflects the learning objectives, title, and description you originally submitted to LTEN



Take It Home

- Ensure participants have a clear take-away that they can easily put into practice and share with their colleagues



Take the High Road

- Specifically avoid having your presentation come across as a sales pitch. Commit to avoiding direct solicitation for future marketing opportunities (eg, I will not solicit business using eBlasts or push campaigns by text message)