Presenter Certification Program: Module 4 - Virtual Presentations Checklist

Your Name: _____

Date you viewed the Virtual Presentations session: _____

What, Why, How
Tell us 3 things you learned from this session that you didn't know/hadn't thought about before:

_____

_____

_____

_____

Event Enhancement Plan
Plan 2 situations (e.g., conference presentation, staff meeting, other online event) where you will enhance the outcome by applying techniques from this webinar, such as identifying the key takeaways for your audience, deploying strategies for a smoother delivery, or developing meaningful interactions. *For both events:* provide event title, date, and specific technique(s) you tried … and tell us how it went:

_____

_____

_____

_____

Try it: Agenda slide
For one of your upcoming online presentations or meetings, develop an Agenda slide that indicates each major topic, returning to the slide throughout and indicating which sections are completed, what the current section is, and what's coming next. Tell us the date you did this activity … and how it worked out:

_____

_____

Try it: Breakout Groups
During an online meeting or event, use a tool like Zoom that allows for breakout groups. Divide your audience into small teams to accomplish something together (e.g., solving a problem, playing a game, or sharing perspectives about something) and then have the groups report back to the larger group with their results). List the date you did this activity, and tell us how it went:

_____

_____

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Try it: Brainstorm Activity
During a small online meeting or event, use a whiteboard or other interactive tool to involve everyone in a collaborative activity to solve a problem, plan something, or gather meaningful feedback.
List the date you did this activity, and tell us how it went:

_____

_____

I have completed these activities for Presenter Certification. _____

SUBMIT