

# Virtual Presentations that Work

**1. Put your presentation on a diet**

**2. Gain attention from the start**

Demonstrate that your presentation will be different.

**3. Establish relevance**

Never begin a presentation by asking attendees to introduce themselves.

Ask participants what they would to accomplish.

**4. Present information with a twist**

Never be the “stage on the state.” Always be the “guide on the side.”

Everyone likes a good story.

Use strong presentation strategies.

Present information from another point of view.

**5. Ask compelling questions**

Vary how you ask questions (audio, chat, or writing on the electronic whiteboard).

Use questions to determine whether you are getting your points across.

Don't always be safe. Ask questions that create controversy.

Manage silence by rephrasing the question or directing the question to a specific participant.

**6. Conduct realistic demonstrations**

Make your demonstrations short, simple, and clearly focused.

Use photographs or media to make your demonstrations come alive.

Label photographs and drawings.

Use drawing and text tools for highlighting.

Get the audience involved.

**7. Provoke discussions**

Structure the discussion.

Ask a thought-provoking or timely question.

Control the flow of the discussion.

Provoke respectful controversy.

Help participants listen to one another.

Bring together diverse threads.

Thank participants.

**8. Employ interactive activities**

Polling is a good first step.

Use planted questions, icebreakers, and other games.

Transfer effective classroom strategies to virtual strategies.

**9. End with a bang**

Make participants feel that you have addressed their yearning.

Don't worry about finishing early? You never will.

Never end a presentation with a Question-and-Answer Session.

Make sure that you disconnect before conducting a conversation not meant for the group.

**10. Prepare, prepare, and prepare some more**

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