



# European Trainers Academy – online specialty course – how to do an online training

ZOOM, July 18, 2020

## ABOUT THE EVENT

European Trainers Academy is a project that will establish an ELF framework for training of trainers in order to further promote capacity building and improve the quality of training across the liberal network. The programme of activities is aimed at **training of trainers**. Potential trainers include professionals, experts and practitioners in their respective fields of political work, who will be able to share their knowledge within their party organizations, foundations as well as participate in events in the region and beyond.

## EVENT SCHEDULE

**SATURDAY, July 18, 2020: 15.00h – 18.00h**

### Session I

#### Preparing for an online training:

- o Building the presentations and the training material with engagement in mind
- o Understanding Zoom and how to use it to grab and keep the attention
- o Setting up for success. How to ensure your online meeting will run smoothly:
  - Figuring out all the hardware needed - camera, microphone, lights
  - Testing and backing up every software / demo. How to?
  - Sending proper calendar appointments - what to and not to include

### Session II

#### Slide Design Specifics for Virtual Presentations

- o Design principles to follow when building your slideshow
- o How, what, and when to use transitions and animations
  - PowerPoint tricks for increased productivity

### Session III

#### Delivery Skills for the Online World

- o How to set up your visual environment before the call starts
- o How to introduce everyone to the training and set proper expectations
- o The role of body language and the differences with the physical world



- Posture and Position
- Eye contact
- Hand gestures
- Vocal variety
  - What happens after the training is over? Ideas on follow ups.

## END OF THE EVENT

With the support of:



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