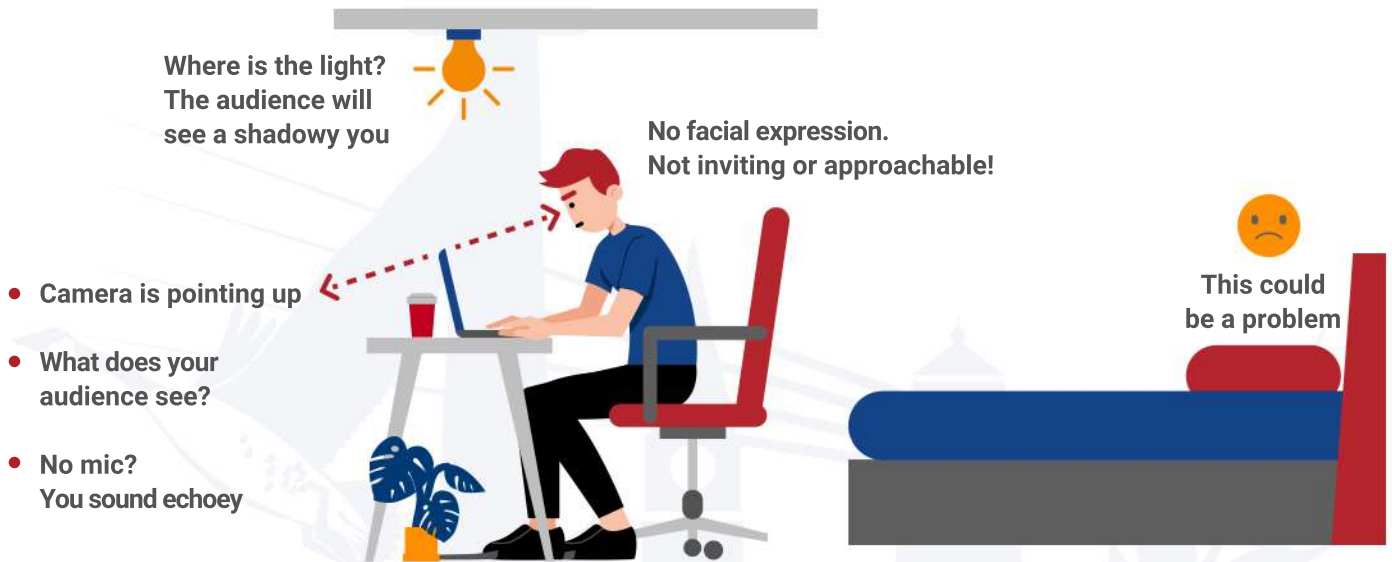


VIRTUAL FACILITATION'S 3 STEPS

1. Set the tone 2. Guide the experience 3. Manage the expectations

You want your facilitation event to be successful. Your content is amazing, you've planned a great agenda and activities... and you have already lost the participants by not setting a professional and inviting virtual tone. You didn't ask to be an on-camera actor but with some simple modifications and awareness, you have staged a successful setting of the tone.

HOW NOT TO SET THE TONE



WHAT YOUR AUDIENCE (OR PARTICIPANTS) SEES



VIRTUAL FACILITATION'S 3 STEPS

1. Set the tone
2. Guide the experience
3. Manage the expectations

You can now bring the lights, camera, and virtual facilitation into action!

SUCCESSFUL VIRTUAL SETUP

You have set the tone!



Setting the Tone Virtually Checklist

- ✓ Eye level with camera
- ✓ You are well lit
- ✓ Do your facial expressions match your words and tone? (We read faces first before we hear the words)
- ✓ What's behind you?
- ✓ Microphone. Even the mic that comes with your earphones is better than the computer
- ✓ Test run