

ELI Online Focus Session

Tips for Individual and Team Participation

Online conferences and seminars are convenient and accessible, making them an extremely valuable part of professional development plans when they are offered and consumed under the right circumstances. For some this will mean participating as an individual, while for others this may mean participating as a team. Here are some things you may want to consider as you contemplate how you will participate.

Tips for Participating as an Individual

Participating as an individual in online events allows the learner to focus on their own personal needs, gaps, and career aspirations undistracted by group dynamics. Individually, one can take advantage of technologies that allow them to ask questions of presenters, pose a problem, or make a request for more information. It is also important to note that participating as the registrant of record may also help the learner fulfill professional development requirements through verified attendance and a digital badge.

- Clear your calendar the same way you would if attending a live event.
- Resist the urge to multi-task and focus on engaging with the content leader and other participants.
- Taking notes to help maintain your attention and support knowledge retention.
- Complete the interactive polls, quizzes, and activities.
- Use the archived video to revisit the content and catch anything you missed.
- Show off what you've learned by synthesizing the material presented and distributing key learnings to colleagues.

Tips for Participating as a Team

Participating as a local, institutional group is a great way to extend the reach of an online event. Not only does this practice make employees more likely to attend and pay attention, but it can also signal the importance of the topic and the value that the organization's leadership places on professional development. One of the best features, it allows for a more comprehensive discussion about how to customize the content for the organization following the program.

- Encourage individuals to register and bring their own device to the meeting in order to participate individually and as a group.
- Use good audio speakers/equipment that you have tested in advance to hear the presenters clearly (and have an audio back-up plan).
- Use a projector to enlarge the screen.
- Assign a contact person in advance for taking notes and typing responses/questions/comments from the group.
- Plan pre- or post-webinar discussions. Use site-based issues to guide the discussion.

Best wishes for a successful learning experience.

Source: adapted from ASAE Supporting Online Teams and individuals.