

Structure | Content | Aids

Structure of Training

It's helpful to break the session into sections, allowing for Q&A after each section. Make sure the sections flow well into each other. If the sections must jump from one topic to another, clearly state that one section has ended and the next one is called XXX. This helps listeners to refocus their attention. Also clearly announce when it is the end of the session.

If there is a Q&A session after the presentation, avoid running over into this time.

Breakout Rooms

During a session, breakout rooms allow attendees to discuss an issue in depth. If breakout rooms are being used, always explain why and how long they'll last.

Let attendees know in advance if someone should take notes and report back in the main room.

Unless using breakout rooms is an essential part of the training, always reassure attendees that they do not have to stay in a breakout room. If they prefer, they can stay in the main room. Be sure you know how to do this.

Content of the Training

The way we organise training sessions can have a big impact on how well they are understood and enjoyed. Remember that there are different learning styles, so present your information in a variety of formats which match these styles. When reading information aloud, speaking slowly will allow enough time for attendees to take in what they are hearing.

Try not to cram too much information into the session. Think about what could be put into the Rebel Toolkit for attendees to read afterwards.

Always avoid using acronyms. Give the full title, then how it's shortened and post that information in chat. Otherwise try to use the full title all the time.

Keep sentences short and avoid using complex words.

Audio Visual Aids

If using slides, think about how much information is on the slide. Avoid too much info! Read out what is on the slide and/or describe the image for anyone sight impaired or dyslexic.

Don't put text over images as this makes the text hard to read. Practise using the slide show with Closed Captions running and check there's enough clear space at the bottom of the slide to view the CCs.

Video - choose share sound and optimise for video clip ([see Zoom tips page](#)).
