

5. Tips For Online Training

Introducing Yourself

As we refer to Facilitators throughout the workshop please introduce yourself before the video begins. We suggest that you say you are the 'third trainer' and will be actively leading them through parts of the session.

Check-Ins and Check-Outs

- A good ice-breaker is to run check-ins before starting the video. Depending on numbers this can be done in Breakout Rooms or in the main room. Ask participants to share their name, preferred pronouns and what they hope to get out of the session.
- Check-outs can include how they are feeling, one specific thing they got out of the training and what are their next steps.

Housekeeping etc.

- Request that people have their microphone on in Breakout Rooms. A silent participant is unsettling for others. If a participant is unhappy with this, keep them in the main room with you.
- If participants are happy to share their email with you, email the links and other information after the training.
- To get the most out of the workshop we recommend that you pause where 'Pause for Thought' green slides prompt discussion. These are moments for reflection and to share ideas and experiences. Newer rebels can gain a great deal from the more experienced participants.

Closed Captions and Chat

- Enable Closed Captions (CC) so that people can switch them on when the meeting launches.
- It is good practice to switch the chat to Everyone so that people **can't** message each other directly. To do this click on Chat, use the the three dots in the corner and switch it to 'Everyone' If you feel you'd struggle to respond to the chat whilst presenting the video, say you will answer all questions at the end.

- You can share the link to the YouTube video in the chat at the end of the session. Explain that all the links they need are in the More section under the video. Remind people to save the chat or, as you can't save chat on a phone, click on the link to the YouTube video and save it for later.
- If using Zoom here [is full guidance](#) on the Rebel Toolkit.

Safeguarding

- Check that any participant who is under 18 or vulnerable has an appropriate adult with them. Check that the appropriate adult is present at the beginning and to join the Breakout Rooms. If the participant is unaccompanied keep them in the main room during Breakouts or invite them to come to another session with an appropriate adult. Read XR's [Safeguarding Policy](#).
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