

# Top tips for delivering digital skills sessions remotely

Now, more than ever, it's important that people have digital skills to stay connected. Below are some useful tips to help you deliver digital skills sessions via webinar.

## Hold a practice session first

For many learners, logging onto a webinar to talk with others can be scary at first. Some learners could be new to using technology and the internet. By running a practice session first, learners can test out the video calling platform. This will reduce distractions from your session. The practice session can be a quick 15-minute session the day before. Or, for new learners, you can open up the webinar early for them to join and test out the software.

## Set yourself up correctly

Before your session, log into the webinar a few minutes early to make sure everything is working. Check your lighting and background so that learners don't get distracted. Try to look into the camera lens, this gives the impression that you're looking at your learners.

## Take more breaks than usual

Delivering a digital skills session over the internet can be particularly draining. Allowing more time for breaks can help with everyone's focus. Learners will appreciate the extra time to get up and stretch their legs or make a cup of tea. We recommend a short 5-10 minute break every half an hour. Remember to get learners to put themselves on mute during the break.

## Encourage the use of webcams

At first, your learners might be unsure to turn on their webcam and see themselves on the screen. Encouraging them to give it a go allows for more interaction in your sessions. It might also build their confidence when video calling others. Also, the ability to see your learner's faces will help you read their facial expressions. This will allow you to see when there confused or need something explaining.

## If in doubt, ask for help

Delivering digital skills sessions online can not only be challenging for your learners but also for you. At Good Things Foundation, we have experience in delivering training sessions.

Please give us a call or send us an email if you'd like any support with getting started or if you're stuck on a problem.

The [Learn My Way Facebook](#) group is a great resource to ask questions and stay in touch with Online Centres.