

**A few tips to help us communicate effectively during this online session**

Please keep yourself muted to avoid unnecessary background noise. You are very welcome to interject and interact; if you wish to make a verbal contribution please unmute yourself before speaking. That way everyone can hear you.

You can also use the chat box to make a comment, or ask a question.

Or you can “raise your hand” using the icon.

During the session I will be asking you to reflect and to feedback your comments. This can be done verbally, or through the chat function.

**Finally a couple of ground rules**

Please treat the discussions as confidential.

Please treat each other kindly.

And, importantly, please be kind to yourself.

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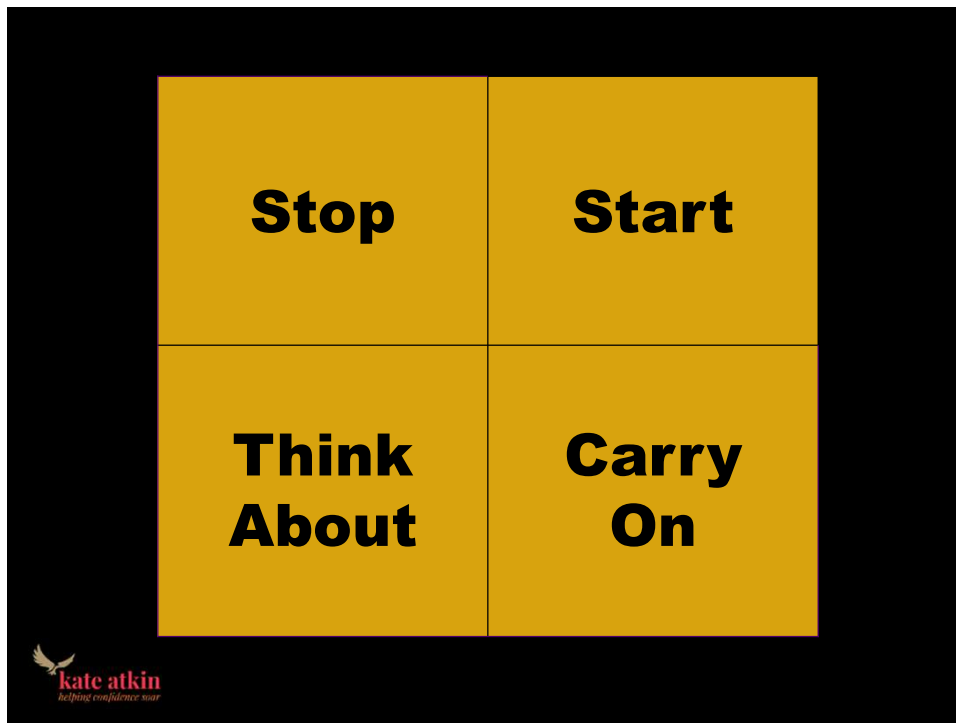
# Engaging Webinars

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**Why** – objective  
**Who** – audience  
**How** – method, material, platform  
**What** – content, include & leave out  
**Where** – surroundings, equipment  
**When** – time

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**Why** – objective

**Who** – audience

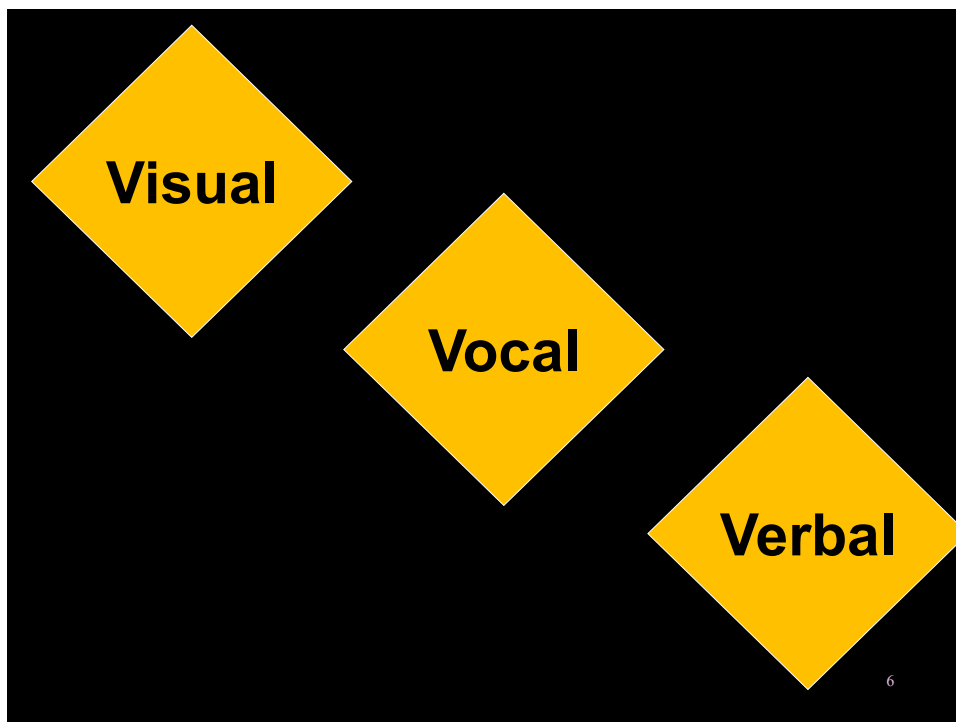
**How** – method, material, platform

**What** – content, include & leave out

**Where** – surroundings, equipment

**When** – time

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**I never said  
you stole  
that money**

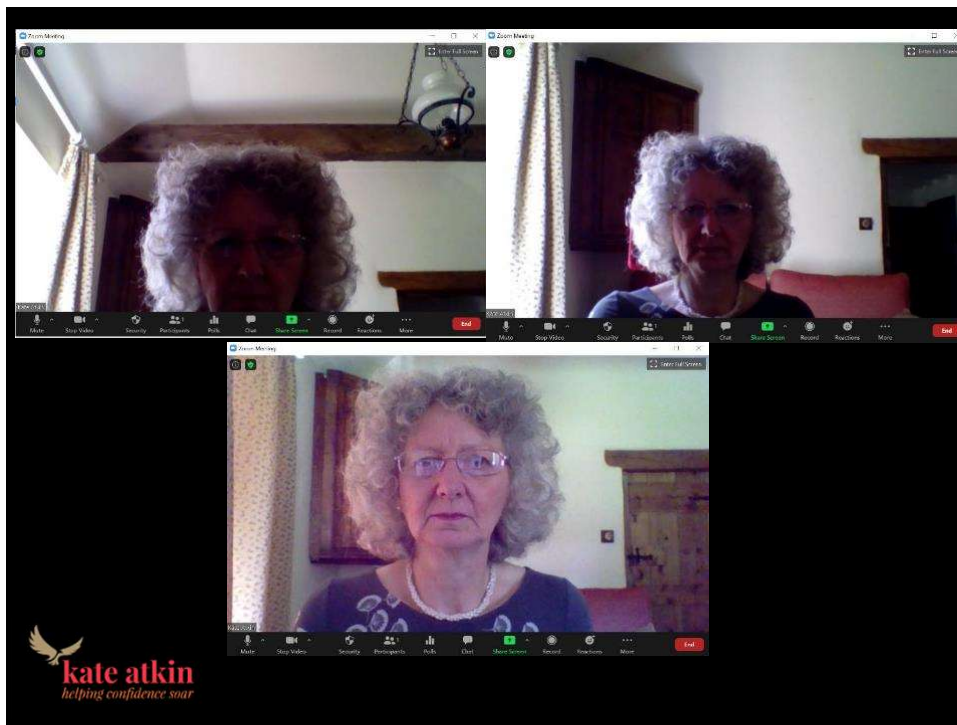


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**Positioning your  
Laptop / Camera  
and  
Lighting**



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# Making Eye Contact




The image displays two screenshots from a Zoom meeting. Both screenshots show a woman with short, curly, light-colored hair and glasses, wearing a dark top and a pearl necklace. She is looking directly at the camera. The Zoom interface is visible at the bottom of each screenshot, showing icons for mute, video, chat, and other controls. The background is a simple indoor setting with a window and a door.

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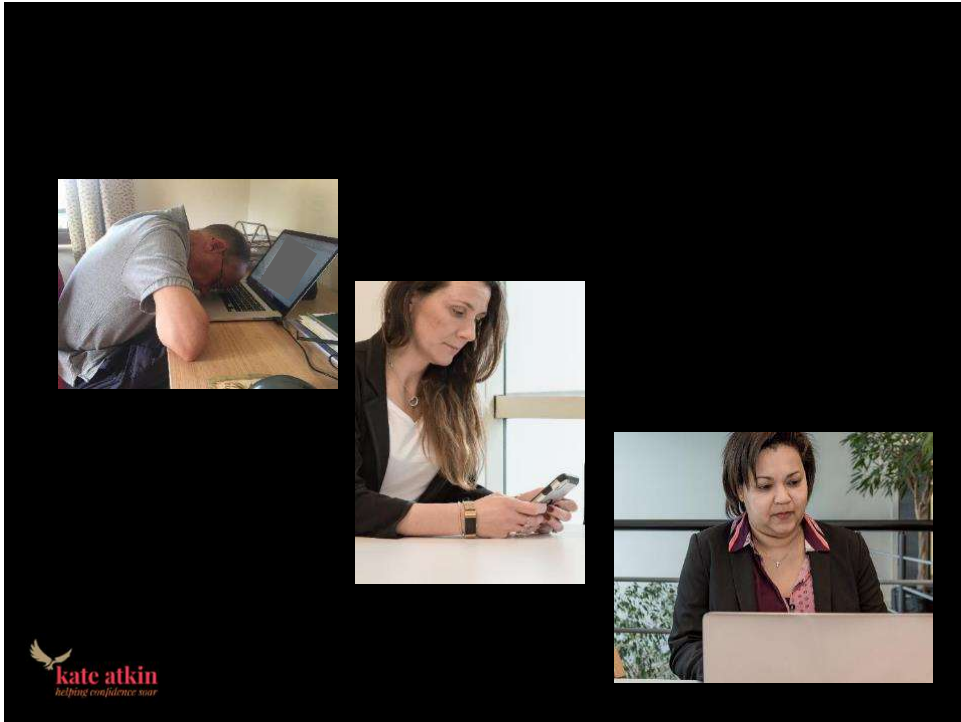
# Be Engaged



The image contains two photographs. The left photograph shows a group of four people in a meeting room. A woman in a pink top is standing and speaking to three seated people (two men and one woman) around a white table. The right photograph shows a woman with dark hair, wearing a dark jacket over a pink top, sitting at a desk and looking down at a silver laptop. The background is an office setting with a window and a plant.

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# Interaction

**Chat Box**

**Names**

**Rhetorical Questions**

**Polls**

**Q & A**

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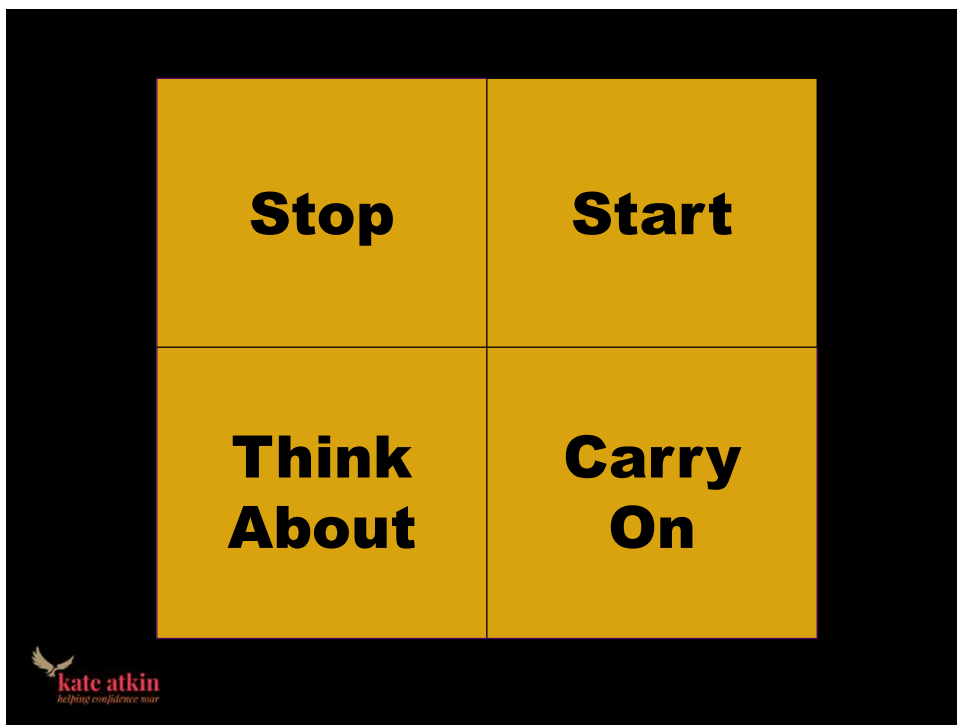
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# Your Tips...

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## **DO'S AND DON'TS FOR POWERPOINT** **(don't use all capitals or underline)**

- Small fonts can give your audience eye strain and they give up
- Arial is easier to read than Times New Roman *on slides*
- **Lots of colour and animation** might look pretty, but can be distracting. Have you ever taken internal bets on where the next bullet point is coming from?
- Avoid too many points and too many words on a slide

### **Less is more**

- Using full sentences on slides makes it harder for your audience to take in the information as they have to read it all, bullet points or pictures are much better for getting your point across

