

How To Facilitate A Teleclass At Your Site

(Facilitator – The person who has registered for the teleclass and/or is hosting colleagues at their site.)

Register for the teleclass. Register at least a week in advance, preferably a month or more. Most members will register for all the teleclasses that they intend to join at one time to save having to remember to do so through the year. If you need help with this look at the file *“How To Register For A Teleclass”*.

Book your room. Make sure that you have confirmed access to a quiet room with a speakerphone or conference phone, a computer and data projector, and enough seating for everyone who is likely to attend.

Print & distribute the poster. When you register for a teleclass, the topic will be listed in your Member’s Page, and to the right of the topic title you will see several Options. Click on the icon for Poster. Enter the “where & when” information where indicated, and print the 8.5”x11” poster in colour or in black and white. Copy and send the poster around to whomever you’d like to invite to your teleclass venue.

Check the Bridge Line. Sometimes specific types of telephones or telephone systems have difficulty connecting to the Bridge Lines. You can check this in advance by phoning the Bridge Line number. The number for the North American teleclass series is 646-519-5860, and the number for the British teleclass series is either 0844-888-8005 or 44-870-020-1075. If difficulties arise, contact Paul Webber at paul@webbertraining.com.

Check the notes files. The teleclass notes will be posted to your Member’s Page in advance, and at least two days before the teleclass you will receive an e-mail giving you another link to the notes. Download the notes to your computer, print the handouts and view the PowerPoint slides. If the 3-to-a-page handouts are too small to read you can print a handout from PowerPoint as well.

Remind your invitees. Stuff happens – people forget.

Bring a tape recorder. You won't get everything the first time, and not everyone who should be there will be there. If you tape record the teleclass and keep an extra set of handouts you can use the information again and again. Your colleagues from other sites are welcome to record it as well. Copy the tapes and share them – there is no restriction to recording. The teleclass recording will also be available to you for free on-line.

Join early. The Bridge Line opens ten minutes before the scheduled start time. Better to get in early and wait a few minutes than be late and miss something.

Remember to mute. You can use your own mute button during the teleclass if you have one, but if you haven't got one, or if you're not sure how or if it works, press *6 on your keypad and you will be automatically muted.

Stay late. Although teleclasses end promptly on time every time, encourage your colleagues and guests to remain behind afterward to talk about the presentation will increase the value immensely.

If this guideline is incomplete and you would like to suggest improvements, please do. Thanks for making it possible for others to join you.

If you need help, contact Paul Webber paul@webbertraining.com