DELIGHTFUL WELCOME

WHAT IT IS

Ways to set up the virtual space to create an environment that fosters pleasant engagement throughout an online session

IDEAL FOR

Depending on the purpose of the online session, the introduction should match the level of fun/seriousness

HOW IT WORKS

A delightful introduction begins before the official start of an online session and includes a time countdown for learners who join earlier. The moderator should welcome them without adding complex tasks and be transparent that people who join right on time did not miss out on important information.

Other things to add in a delightful welcome:

- Briefly explain the purpose of the online session and agenda
- Make learners feel comfortable with the platform with a housekeeping slide and engagement guidelines (when and how to ask questions, what to do when facing technical difficulties etc)
- Show pictures of the team organizing the online session

Choose how to continue:

- Run a poll via Mentimeter (see #7 Competitive Poll)
- Chat (see #6 Chat Function)

For content-driven online sessions and for participation-driven online sessions: see back of the card.

CONSIDERATION CHECKLIST

☐ Open the room for the online session 5-10 minutes beforehand and play music for people to relax and verify their audio settings.

☐ Increase engagement by thinking of meaningful opening questions that link to the learning topic, or help learners to connect by asking questions of their background or location.

☐ The moderator should establish a strong personal presence. When kicking off a session, an energetic "Welcome everyone! We are happy you're here. We put in a lot of work in creating this event and can't wait to get started" can be infectious and sets the tone for the session.

ADD ON

Make use of the information you collected during the registration process and summarize the locations of attendees.

REQUIREMENTS

Roles:

- 1x moderator

Software:

- Opening slide

Any size   5 min

preparation | opening | main | closure | follow-up
social | input | assessment | reflection

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