Online conversation skills

Suggestions for participants 😊

1. **Join early.** You can use the time to test the tech, chat with people, *etc.* If you need tech support, before the session is the easiest time to work things out.

2. **Offer extra warmth** with comments. Tone can be more difficult to read online so making an extra effort helps to communicate effectively.

3. **Turn ON your video** (optional but encouraged) to help us remember that we are real people in the room. Be mindful of your **background** if you decide to use your video.

4. **Stay on mute**, except when speaking, especially for bigger groups. Feedback is a challenge when there’s background noise.

5. **Raise your hand** when you want to say something or ask a question, and wait until others have finished their thought, especially in larger groups. That way, we can ensure that everyone is heard.

6. **Say your name** when you speak, which is especially helpful in bigger groups and for people on the phone.

7. You can **use the chat function** to ask questions. Participants can answer each other. Remember that the session may be recorded.

8. **Keep questions and comments short:** Lots of people will want to contribute so each person’s turn should include only key points.

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- LMS = learning management system
- There are excellent, detailed resources online. Suggestions for this short guide are welcomed!
- Icons from Freepik, Pixel perfect, Kiranshastry, Wanicon and Eucalyp from Flaticon
- Created by Alison Flynn