Handout 1: Engagement Techniques Cheat Sheet

Quick Tips for Engagement

•Use interactive polls or quizzes to gauge understanding.

•Breakout rooms encourage collaboration and idea-sharing.

•Multimedia (videos, images, animations) keeps learners interested.

•Encourage chat participation and live Q&A sessions.

Suggested Tools

•Kahoot

•Mentimeter

•Zoom

•Microsoft Teams

Handout 2: Session Planning Template

Use this template to plan your VILT sessions:

Section	Details
Session Objective	Define the goal of your training session.
Time Breakdown	Allocate time for content delivery, interaction, and wrap-up.
Interactive Elements	Specify planned activities (e.g., polls, breakout rooms).
Tools Used	List the tools and platforms you'll utilize.
Assessment	Describe how you'll measure learning outcomes.
Follow-Up	Outline post-session resources or surveys.

Handout 3: Feedback Survey Template

Use this template to collect feedback after your session:

1. How engaging was the session? (Scale of 1-5)

2. Which activities did you find most effective?

3. What would you improve in future sessions?

4. Additional comments or suggestions:

THANK YOU

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