

ESTABLISH A DELIVERY PLAN WORKSHEET

COURSE: _____

1. DETERMINE WHO IS RESPONSIBLE FOR		
Annotating the whiteboard	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Producer
Moving to the next slide	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Producer
Activating slide animations	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Producer
Activating learner tools (e.g. annotation tools)	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Producer
Posting instructions on the whiteboard	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Producer
Giving learners time prompts for exercises	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Producer
Enabling virtual classroom tools (e.g. polls, annotation tools)	<input type="checkbox"/> Facilitator	<input type="checkbox"/> Producer
2. DETERMINE HOW QUESTIONS WILL BE ADDRESSED	NOTES	
<input type="checkbox"/> Defer questions to a dedicated question period during the workshop.		
<input type="checkbox"/> Have the producer monitor the Q&A and chat windows and choose which questions to verbalize.		
<input type="checkbox"/> Allow participants to ask questions throughout the workshop (e.g. raise hand status, via chat, Q&A).		
<input type="checkbox"/> Other:		
3. DETERMINE HOW TO COMMUNICATE WITH EACH OTHER DURING THE SESSION	NOTES	
<input type="checkbox"/> Use the VC tools available		
<input type="checkbox"/> Use an internal instant messaging tool		
<input type="checkbox"/> Use an external messaging tool		
4. DETERMINE HOW TO ADDRESS POTENTIAL CHALLENGES		
Time delays:		
Session finishes early:		
Fewer participants than expected:		
Other:		