

Pivoting to Virtual in 5 “Kinda” Simple Steps

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Step #1

Remember, everything you can do **live**, you can do **virtually!**

Step #2

Remember, everything you can do **virtually**, can be done **interactively:**

1. Worksheet
2. Multiple Q & A opportunities
3. Live **responses** (e.g., raising hands)
4. **Polling** (e.g., quiz)
 - a. Poll Everywhere (www.polleverywhere.com)
 - b. Slido (www.sli.do)
 - c. Meeting Pulse (<https://meet.ps>)
5. Virtual **Breakout** Rooms
 - a. Zoom (<https://zoom.us>)
 - b. GoToWebinar (www.gotomeeting.com/webinar)
 - c. Webex (www.webex.com)
6. **Games/Activities**
 - a. Flippity (www.flippity.net)
 - b. mmhmm (www.mmhmm.app)
 - c. Riddles (www.riddles.com)

Step #3

Choose a specific **live** event to make **virtual**. Some examples include:

- One-on-One Meeting
- Small Group Meeting
- Large Group Meeting
- Information Session
- Individual or Group Coaching Session
- Presentation
- Class
- Workshop

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Step #4

Create a **content** flowchart (i.e., create a flowchart that lists each step you will take during the facilitation of your virtual event):

- a. Workflowy (www.workflowy.com)

Step #5

Create your **virtual event**. 3 types of media content to consider include:

1. Talking Head (speaking into a video camera). Always consider:
 - a. Sound (i.e., microphone quality)
 - b. Video (i.e., picture quality)
 - c. Lighting (i.e., quantity and placement of lights)
2. Screen Share (sharing a presentation or video on your screen)
 - a. Canva (www.canva.com)
 - b. PowerPoint (www.microsoft.com)
 - c. Prezi (www.prezi.com)
3. Animations (creating an animation to share)
 - a. Doodly (www.doodly.com)
 - b. Toonly (www.toonly.com)
 - c. Viddyoze (www.viddyoze.com)
 - d. PowToon (www.powtoon.com/index)

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Dr. Tyrone Holmes is a professional speaker, consultant and coach who has spent more than two decades teaching thousands of people to build powerful relationships in diverse settings. He has facilitated over 1,500 live and virtual presentations that have taught participants to reduce the “noise” in their lives, to effectively communicate their messages, to connect with diverse audiences and groups, and to reduce the negative impact of unconscious bias. Dr. Holmes served as a full-time faculty member at Eastern Michigan University in the Department of Leadership and Counseling, and at Wayne State University in the Department of Theoretical and Behavioral Foundations. He is also a Past President of the Arizona Chapter of the National Speakers Association. Dr. Holmes was awarded the designation of eSpeakers Certified Virtual Presenter and most recently, Certified Virtual Host.