

WEBINAR CHECKLIST

Planning

- I have assessed the learner goals and objectives for my target audience
- I have defined the purpose and goals for my session
- I have constructed concrete learning objectives for the session
- I have prepared a design plan for the webinar that encompasses the learner goals, my objectives for the session and the system that will be used for instruction.

Designing

- I have used only content that it is line with the learning objectives for the lesson.
- I have selected a system for running my presentation that will allow me to effectively present my content
- I have prepared my content in a manner that is mindful of design and usability.
- I have created a pre-assessment exercise to gauge prior learner knowledge.
- I have created a post-assessment exercise to evaluate whether the learning objectives for the lesson were met.
- I have created a set of instructions for participants on the technical aspects of the webinar that explain how to get into the session.
- I have scheduled and/or run a dress rehearsal of my session to make sure that all is operating correctly.
- I have built an easy-to-use registration system to allow participants to both sign up and also provide preliminary data.

Presenting

- I have created an agenda for the session that allows for frequent user interaction.
- I have created an agenda that is mindful of the time it will take to present the material.
- I have planned an agenda that incorporates an educational model such as Gagne's Nine Events of Instruction.
- I have included time for the participants to offer information about themselves and their unique goals so as to build a sense of community amongst the group.
- I have included activities that allow participants to engage with the presenter and one another.
- I have integrated assessment activities into the lesson to measure knowledge transfer mid-presentation.

Concluding and Evaluating

- I have created a takeaway item or exercise for participants to use after the webinar has ended.
- I have created a communal space for participants to pose follow-up questions, share new thoughts and ideas, and to engage with their fellow attendees.
- I have created a post-assessment activity to measure knowledge transfer and retention.
- I have created a participant post-survey to collect feedback on the participants' opinions of the session.
- I have planned and/or conducted a formative or summative evaluation of the design and implementation of the webinar.