

# Webinar planning and engagement

As discussed in section 4.0 of the [Facilitation Guide](https://ohs-pubstore.labour.alberta.ca/iwr003), webinars are cost effective and a great way to reach audiences who may not be able to attend an in-person workshop.

### Things to consider

Facilitators should also consider the internet access in the Indigenous community, their access to equipment and knowledge of video conferencing. Hosting a webinar will need a platform or software that works specifically for their needs. You should take the time to research different webinar platforms while considering certain factors.

* The cost of web conferencing or webinar software.
* Some webinar platforms are free, offer trials or come with tiers of plans and services.
* Logistics such as:
* time needed to learn new webinar software,
* maximum participants hosted in each webinar,
* answering questions and presenting polls, and/or
* connectivity strength and software requirements.
* Identify your hardware needs such as a:
* computer,
* laptop,
* tablet, or
* a phone with a camera and microphone. Note that a headset with a microphone will produce much better sound for participants.
* Webinar presenting options.
* Note that some webinar platforms have options to present live or pre-recorded content.

### Hosting a webinar

Since it’s increasingly necessary to carry out business and social activities online, it is easier than ever to facilitate a webinar. Below are some tips that will help your webinar succeed.

* Ensure your internet connection/Wi-Fi is strong and stable.
* Do a test run before going live with participants.
* Make sure to verify your audio and visual capabilities are working properly.
* Engage with participants through polls, Q&A pods and stories from the host/facilitator.
* Review the speaking notes to make sure you outline expectations and deliver technical content clearly.
* Make sure you follow your schedule.
* Start on time.
* Provide time for participants to ask questions.
* Finish on time or early.

### Engaging participants

**Participant directed questions or chat**

Most webinar platforms have built-in capabilities that let participants direct questions or chat to the facilitator and/or virtual group. For help answering chat questions from your participants, you can refer to your webinar speaking notes ([**Appendix F**](https://ohs-pubstore.labour.alberta.ca/iwr003f)) as well as the tool kit FAQ document ([**Appendix H**](https://ohs-pubstore.labour.alberta.ca/iwr003h)).

If you can’t answer a question from the tool kit content, refer the participant to the “Ask an Expert” feature of alberta.ca/OHS. The full web address is alberta.ca/ask-expert.aspx.

**Links**

Providing links to participants is another great way to engage by offering resources and contact information that is featured in the presentation. Below are the links and contact information you should attach to the webinar platform or in the chat box.

**Polls or Q&A box questions**

Engaging webinars pull the participants from behind their screens into the action of the presentation through the use of polls or facilitator-led questions. Below are a few questions you can include in the webinar to help keep your participants engaged and alert.

### Links

Contact OHS

OHS Contact Centre

Ph: 780-415-8690 (Edmonton)
Toll free: 1-866-415-8690
TTY: 780-427-9999 (Edmonton)
TTY: 1-800-232-7215

[Ask an Expert](https://www.alberta.ca/ask-expert.aspx)

Website

[alberta.ca/ohs](https://www.alberta.ca/occupational-health-safety.aspx)

**Downloadable resources**

**Guide to OHS: Workers**

[ohs-pubstore.labour.alberta.ca/li008](https://ohs-pubstore.labour.alberta.ca/li008)

**Harassment and violence in the workplace**

[ohs-pubstore.labour.alberta.ca/li045](https://ohs-pubstore.labour.alberta.ca/li045)

**Lateral violence video produced by BearPaw Legal Education and Media**

[youtube.com/watch?v=neWtt3sAqMM](https://www.youtube.com/watch?v=neWtt3sAqMM)

**WCB worker handbook**

[wcb.ab.ca/assets/pdfs/workers/worker\_handbook.pdf](https://www.wcb.ab.ca/assets/pdfs/workers/worker_handbook.pdf)

**Websites**

Contact Employment Standards

ES Contact Centre

Ph: 780-427-3731 (Edmonton area)
Toll free: 1-877-427-3731
TTY: 780-427-9999
Toll free TTY: 1-800-232-7215

Website

[alberta.ca/employment-standards.aspx](https://www.alberta.ca/employment-standards.aspx)

**Alberta Human Rights Commission**

[albertahumanrights.ab.ca/Pages/default.aspx](https://www.albertahumanrights.ab.ca/Pages/default.aspx)

**OHS education resources**

[alberta.ca/ohs-education-resources.aspx](https://www.alberta.ca/ohs-education-resources.aspx)

**OHS resource portal**

[ohs-pubstore.labour.alberta.ca/](https://ohs-pubstore.labour.alberta.ca/)

**Workers’ Compensation Board – Alberta**

[wcb.ab.ca/](https://www.wcb.ab.ca/)

### Poll/Q&A box questions

|  |  |  |
| --- | --- | --- |
| **Poll #** | **Question** | **Responses** |
| 1 | **Where are participants located?** | A) Treaty 6 / MNA Region 1 (Lac La Biche) / Buffalo Lake, Kikino Metis SettlementsB) Treaty 6 / MNA Region 2 (Bonnyville) / Elizabeth, Fishing Metis SettlementsC) Treaty 6 / MNA Region 4 (Edmonton) D) Treaty 7 / MNA Region 3 (Calgary) E) Treaty 8 / MNA Region 5 (Slave Lake) / Peavine, Gift Lake, East Prairie Metis SettlementsF) Treaty 8 / MNA Region 6 (Peace River) / Paddle Prairie Metis Settlement |
| 2 | **What are the three fundamental worker rights in Alberta? (multiple choice)** | A) Information, contribution, refuse dangerous work B) Know, participate, refuse dangerous work C) Know, participate, refuse potentially serious work D) Know, join, refuse dangerous work  |
| 3 | **Employers must eliminate and control hazards that could cause workers harm? (multiple. choice)** | A) Yes B) No |
| 4 | **What did you find the most useful in today’s webinar? (select which apply)** | A) General safety information (OHS laws, worker rights, responsibilities) B) Workplace safety culture C) Safety tips for workers D) Indigenous perspective, language, and cultural teaching tools for health and safety E) None of the information was useful for the work I am, or am planning on performing |

Answers: #1(N/A), #2(B), #3(A), #4(N/A)