



GLOBAL TELEPOWER TRAINING SYSTEMS

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Tips for Tele-Seminar Instructors to Create Memorable Learning Experiences

Anna Canary is president of **Global TelePower Training Systems** in Victoria, BC. Here are her tips on what it takes to deliver a successful live Tele-seminar.

1. **Have a clear objective.** Know what valuable tools/skills you want your participants to walk away with after each session.
2. **Carefully plan** and prepare the class script and worksheets to achieve your learning objective.
3. **Build in interactivity** to keep the participants interested and test their comprehension level.
4. **Encourage hands-on practice.** Wherever possible incorporate a visual or verbal exercise to strengthen learning.
5. **Keep students focused.** Use graphics and colors to highlight key areas of your worksheets but make sure that the worksheets are mostly blank so participants can fill them in during your session.
6. **Create a safe nurturing environment** where questions and participation are welcome. At the same time, establish your expertise and authority to lead the learning session.
7. **Practice, practice, practice** to build your confidence in teaching powerful teleclass sessions.
8. **Be upbeat.** Develop a conversational tone and be enthusiastic. Smile before you dial that bridgeline.
9. **Be organized.** You can't just show up and wing it. You must have materials and a game plan ready to ensure the flow. Have a roster of participant names ready and make notes as they share info.
10. **Check in** with learners regularly. Are they following the material or have they fallen behind?
11. **Be receptive to new ideas.** Acknowledge experts on the line who may challenge you – invite them to answer questions you may not know the answer to.

The best way to ensure you are delivering high quality Tele-seminars is to get the proper training. Once you grasp the basic foundation of how to manage the sharing of information to groups over the telephone, you can create and deliver a Tele-seminar on any topic to any amount of people sounding professional every time.

Anna Canary delivers **Certified TeleLeader Training** programs worldwide. Check out her site at www.telepowertraining.com and learn how you can use teleclasses to save money and market your business world wide. She can be reached at **(250) 381-7225**.

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