

# Top 25 Tips for Leading Transformational, Heart-Centered Virtual Retreats

## Design the Teleclass/Webinar

- (1) What is your why for yourself and your event?
- (2) What is the transformation you envision for the attendees?
- (3) How many sessions/calls will your event have?
- (4) What three key questions will you ask?

## Prepare for the Teleclass/Webinar

- (5) Prepare a flexible outline of intentions (versus an inflexible agenda)
- (6) Decide which media best shares your message and transformation
- (7) Sign up with your conference line/media choice (with enough time to practice)
- (8) Decide how you will take registrations and payments (if applicable)
- (9) Write up a brief class description & (working) title
- (10) Invite 5 key people

## Leading the Teleclass/Webinar

- (11) Teach, as if, to one person at a time
- (12) Make individuals feel special
- (13) Listen more than speak (use all 6 senses)
- (14) Plant seeds that will sprout later
- (15) Pace is fast enough to keep people's attention, but slow enough to sustain feeling
- (16) Students feel heard versus talked to

## After the Teleclass/Webinar

- (17) Offer extras for students after the class
- (18) Create wisdom from event notes & attendees and share with attendees
- (19) Consider repurposing the retreat (if recorded)

## Advanced Skills

- (20) Paint a picture of the environment with visual image
- (21) Make it playful & use humor wisely
- (22) Help students to share themselves
- (23) Use metaphors, similes and analogies
- (24) Don't seek to get your emotional needs met by leading teleclasses
- (25) Balance voice volume for ambiance & recording

