

# Lead Your First Virtual Retreat Checklist



## Design the Teleclass/Webinar

- What is your why for yourself and your retreat?
- What is the transformation you envision for your attendees?
- Envision your ideal retreat attendee.
- Choose your topic/intention
- How many sessions/calls will your retreat have? (length)
- What three key questions/activities will you share?

## Prepare for the Teleclass/Webinar

- Prepare a flexible outline of intentions (versus an inflexible agenda)
- Decide which media best shares your message and transformation (audio, video?)
- Select & register for the conference line/media aligned with your message & skill level (with enough time to practice)
- Choose your headset (USB or mobile-phone-type, in the ear or over the head)
- Price and package your retreat (with reference to retreat length & offerings)
- Create a brief retreat description & (working) title (for invites)
- Create path to receive registrations, confirmations, and payments (if applicable, e.g., email, webpage, social media)
- Invite (at least) 5 key people (for your 1st or practice retreat)

## Leading the Teleclass/Webinar - Leadership Mastery

- Remember focus is transformation over information
- Teach, as if, to one person at a time (intimate communication make people feel special)
- Listen more than speak (use all six senses, be with the attendees)
- Plant seeds that will sprout later (related to retreat practice & your business vision)
- Pace is fast enough to keep people's attention, but slow enough to sustain feeling
- Students feel heard versus talked to

## Advanced Skills

- Paint a picture of the environment with visual image
- Make it playful & use humor wisely
- Help students to share themselves
- Use metaphors, similes and analogies
- Don't seek to get your emotional needs met by leading tele-classes
- Balance voice volume & tone for ambiance & recording

## Post Teleclass/Webinar (web-retreat)

- Create community & keep retreat alive
- Create wisdom from event notes & activities, and share with attendees

