

Ask
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Webinars 101 **handy tips & strategies for online** **CLE!**

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15 August 2014

Overview

- Pros & cons of webinars
- Ask LOIS set up
- Tips for planning a webinar
- Tips for webinar day
- Live demonstration
- 3 major hurdles to overcome
- Dos & don't's

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Pros:

- Cover large geographic area
- Time and resource efficient
- Convenient & accessible
- Living CLE that assists traditional CLE
- Digitally upskills staff
- Room for collaboration/partnerships
- Easy to evaluate

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Cons

- Technology will fail you
- Q&A risk management
- Lack of real life engagement for presenter
- Full feedback not captured
- Wider audience can make it harder to target presentation
- Digital limitations of users can be resource intensive

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Services for Diverse Clients

Check out our **Barriers and Strengths Mind Maps**, find resources and read our case studies to increase your awareness of issues facing women!

[Read more](#)

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Welcome to Ask LOIS

Ask LOIS is a secure website providing a **free legal online information service (LOIS)** for community workers in NSW, who are rural and regionally based, and are responding to women with legal needs. Ask LOIS is a project created and run by **Women's Legal Services NSW**.

Ask LOIS provides community workers with free online training and advice on legal issues such as domestic violence, AVOs, family law, child protection, victims support and much more. It offers fortnightly webinars, a comprehensive resource library, case

Upcoming Webinars

Elder abuse (Tue 19 August, 2:30-3:00pm)

Domestic Violence and Tenancy Advanced (Tues 2 September, 2:30-3:00pm)

Missed a webinar

Stream or download our past webinars and watch them on your own time!

[Changing parenting order: a significant change of](#)

Ask LOIS webinar set up

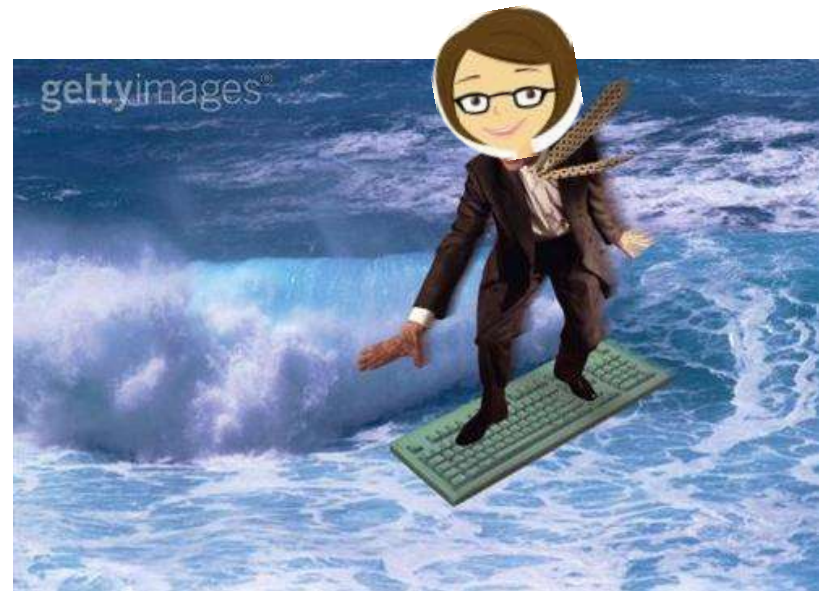


- 30 minute presentations (20-25 minutes content + 5-10 minutes questions)
- Go-to-webinar software
- Topics user suggested
- Presenters internal or external
- Accompanying factsheets
- Presenters sent templates + guidelines
- Advertised on Ask LOIS, WLS & email

Planning a webinar



- Topic relevant, researched and targeted
- Presenter knowledgeable and appropriate
- Provide presenter with template or guidelines
- Deadline set for when presenter to have presentation ready for approval



Planning a webinar (cont'd)



- Promoted at least 4 weeks in advance
- Promoted through mailouts, websites, networks etc
- Presenter briefed on what to expect
- Emails scheduled (reminders & evaluation survey)
- Send presenter dummy questions in advance if using



Webinar day

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- Technology set up and tested
- Log in at least 15 minutes before webinar
- Understand sequence for broadcasting webinar
- Ensure notes are printed for presenter
- Have tech support present
- Have visual cues to guide the presenter



Example: GoToWebinar

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What was most useful for you?	What was least useful for you?	Do you have any other feedback for the presenter?
So we know when to refer clients for legal advice	nil	Good concise material and presentation.
It's a new area so all useful but particularly good on the extent of the court's discretion in these matters.	Time limit - difficult for Julia to cover complex area in short time	Very clear presentation
clarifying what is considered a change in circumstance	N/A	Information given reinforces how challenging Family Court is in relation to DV/ Sexual abuse when primarily children disclose to the safe parent.
Understanding benefit of independent evidence that supports a client's belief that children may be at risk before applying for a "change of circumstances"	All interesting, useful	Advise whether further questions can be forwarded to presenter.
clarifying difference between what sorts of circumstances might be considered reason for return to court, and what wouldn't.		sounds petty, but move cursor off screen
All the information was very relevant for my role. In particular the difference between a change in circumstance vs an appeal, and the examples of cases where there have been successful and unsuccessful outcomes. Certainly I have a much clearer understanding. Thank you so much.	Not being able to type in a question (I lost the link)	Interesting, well paced, informative, user friendly, too short! I really did enjoy the presentation so thank you. Where do variations of orders fit in?
I loved that we worked through the issues with a case study example. It made it much easier to get your head around the process, as well as illustrating how different situations might lead to different outcomes/requirements.	As always, I wish that we could have had more time.	Fantastic presentation. Thanks!

1. Challenge: Engaging

Examples

Links

Aesthetics

Simple

Targeted

Interactive

Consistent



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2. Challenge: building an audience

- Consistency
- Respond to feedback
- Schedule wisely
- Target, promote, conquer
- Utilise face-to-face CLE
- Certificates (optional)

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3. Challenge: Technology



- Different tech levels
- Different browsers, firewalls, updates etc
- Have patience
- Expect some trial and error
- Try before you buy & practice
- Know the limitations of your software
 - Time not visible
 - Notes not visible
 - Question panel



DO

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- Make sure you have the right mic for the job
- Chose topics carefully & promote properly
- Make templates and guidelines for presenters / consistency



DO (cont'd)

- Take the presenter through the technology
- Create dummy questions
- Have a method for dealing with tricky questions
- Make notes, slides or recording available after

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DON'T

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- Allow microphones to be unmuted during webinars unless confident in users set up
- Be too inflexible with presenter's individual style
- Cram too much into one session or slide
- Expect other people's technology to all be the same
- Expect all registrants to attend!



Questions?

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Register to be a member at www.asklois.org.au

