Institute for Leadership In Education Development (I-LED)
Distance Learning Workshop
Webinar: Roles of Facilitator/Host[1]

Handout 4

Role of Host	Role of Facilitator
Send out web invitation	Send introductory email with pre-class assignment
Open training session	Take the lead in conducting the session
Review housekeeping	Engage participants in the use of the web interactivity tools
Offer commentary, ideas, and examples in support of facilitator's process	Share relevant stories and examples to meet objectives
Set up breakout rooms	Advance slides
Clear chat windows	Set up chat windows
Clear polling pods	Set up and run polling pods
Manage learner questions to facilitator; answer logistics questions "behind the scenes" via chat	Answer learner questions out loud during session
Whiteboard comments	Whiteboard comments
Set up application sharing	Set up application sharing
Review and comment on chat messages	Review and comment on chat messages
Participate in role play or practice	Participate in role play or practice

1 Clay, C. (2012). *Great Webinars: How to Create Interactive Learning That is Captivating, Informative and Fun.* San Francisco: Pfeiffer.

Institute for Leadership In Education Development (I-LED)
Distance Learning Workshop
Webinar: Roles of Facilitator/Host[1]

Handout 4

1 Clay, C. (2012). *Great Webinars: How to Create Interactive Learning That is Captivating, Informative and Fun.* San Francisco: Pfeiffer.