Using Slido for Trainings, Workshops and Webinars

For remote, hybrid and in-person

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Introduction

In this guide, you will learn how to use Slido to make your Trainings, Workshops and Webinars **more inclusive** by allowing your attendees to actively participate - **whether they are remote or onsite.**

Slido allows you to make learning an engaging and fun experience - you can encourage **active participation** in learning, **check for content understanding** in real-time, enable learners to **ask and upvote questions**, and ask for critical **feedback**.

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What's inside

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01 Common challenges of trainings

Little or no interaction

- **Distracted learners**
  Attendees are easily distracted by other devices or their environment and lose focus.

- **Lack of exchange**
  Trainings are often seen as one-way, passive knowledge sharing that keeps learners in a listening mode.

- **Inability to "read the room"**
  Difficult to check whether your content is relevant and understandable for the attendees.

Inability to check for understanding

- **Challenge to identify knowledge gaps**
  Difficult to check the level of knowledge and identify weak points at scale.

- **Hard to check learning progress**
  It is often unclear to the trainer whether their trainees are learning and retaining the knowledge.

- **Difficulty to capture data**
  Struggle to keep data in one place and follow-up on unanswered questions.

Lack of inclusion

- **Fear of speaking up**
  Learners rarely speak out to clarify a question or admit to not understanding the topic.

- **Little diversity of thought**
  Hearing only from a few vocal individuals might not represent how the majority perceives the topic.

- **No truthful feedback**
  Those who didn't enjoy the session or learned anything new are generally hesitant to admit that fact to the trainer.

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02 **How Slido can help**

Encourage participation

- **Break the ice**
  Build trust and a sense of belonging through group interactions.

- **Keep attendee attention**
  With polls, quizzes, and Q&A, it is easy to re-engage learners and refresh their attention span.

- **Create a safe space**
  Slido enables transparent conversation where everyone can ask questions or take part in polls anonymously or with their name.

Make learning effective

- **Help retain knowledge**
  With polls and quizzes, you can check for understanding in a fun and engaging way.

- **Collect the most burning questions**
  Let your trainees submit their questions and address them throughout the session or at the end.

- **Keep all data in one place**
  Keep notes and interactions from various segments or groups all in one place.

Hear from everyone

- **Include everyone in a conversation**
  Create a meaningful interaction and engage everyone regardless of how vocal or shy they are.

- **Interact at scale**
  Polls help you elicit input from your trainees no matter whether there are tens or hundreds in the session.

- **Collect and implement constructive feedback**
  Ask for instant feedback at scale to uncover what can be improved.

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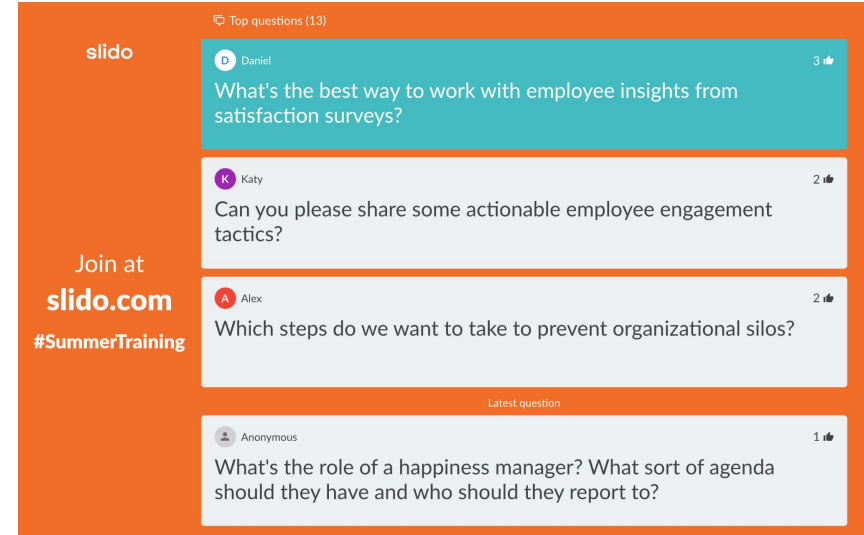# 03 **Features and poll templates**

Audience Q&A

Why use it?

Q&A gives participants the opportunity to clarify any content by asking questions.

Let trainee's submit questions via Slido **before or during the session.** Allow them to ask **anonymously,** promoting transparency and encouraging questions that would otherwise go unasked.

People can **vote for the questions most relevant to them,** ensuring the most burning ones rise to the top. Enabling replies allows the other trainee's to address each others questions.

As a trainer, you can **turn on moderation to review questions** submitted by the participants before they appear live for everyone to see.
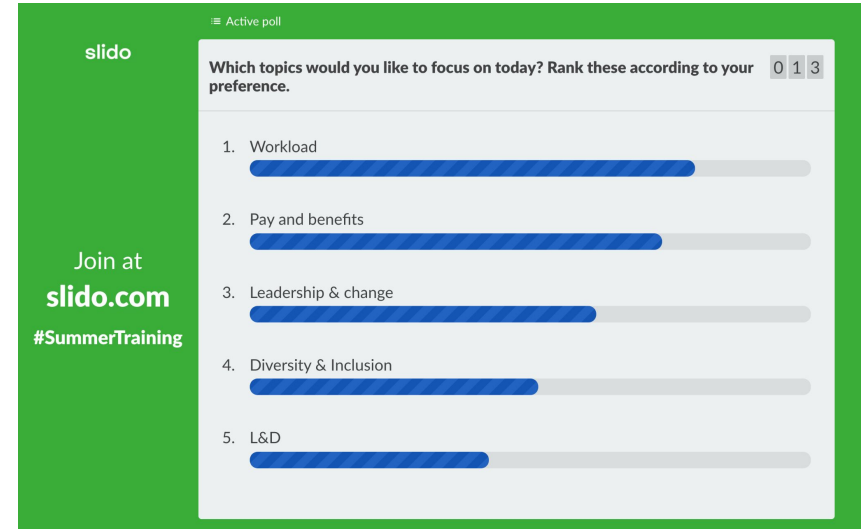
03 **Features and poll templates**

Live polls:
Icebreakers and opening polls

Why use it?

Polls are great for breaking the ice, setting the tone and getting your participants ready to interact right from the start. You can also use them to learn about your audience's expectations and crowdsource topics that they want to hear most about.

Examples

- **From 1-10, what is your energy level today?** (rating)

- **What's the one thing you'd like to take away from this training?** (open text)

- **Where are you joining us from today?** (word cloud)

- **Which topics would you like to focus on today?** (ranking)

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≡ Active poll

Which topics would you like to focus on today? Rank these according to your preference. `0 1 3`

1. Workload
2. Pay and benefits
3. Leadership & change
4. Diversity & Inclusion
5. L&D

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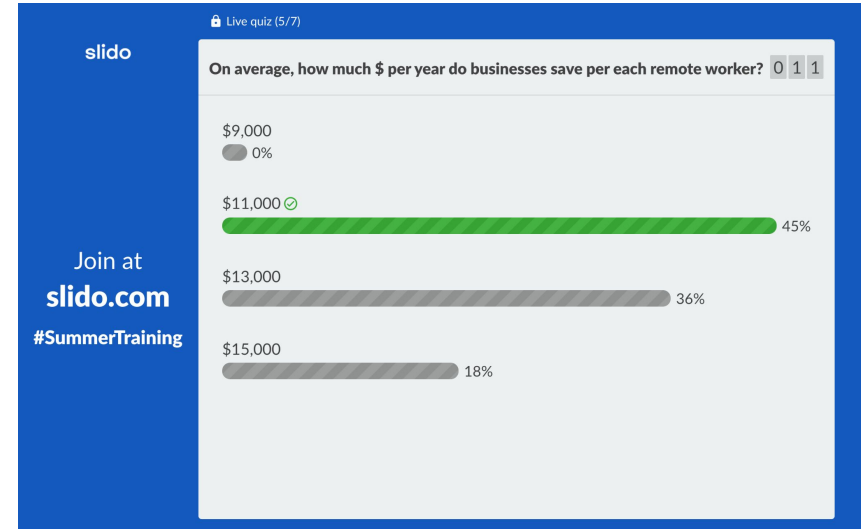
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Features and poll templates

Quiz:
Present data & facts in an engaging way

Why use it?
Give your content a new spin - present it in form of a quiz. Instead of passively taking in information, you will compel learners to actively think about the correct answers
and enable them to retain more from the training.

Examples

● **To which department should you report a security incident?** (multiple choice)

● **What does GDPR stand for?** (multiple choice)

● **Which of these personal data are we NOT collecting from our users?** (multiple choice)

🔒 Live quiz (5/7)

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On average, how much $ per year do businesses save per each remote worker? 0 1 1

$9,000
0%

$11,000 ✓
45%

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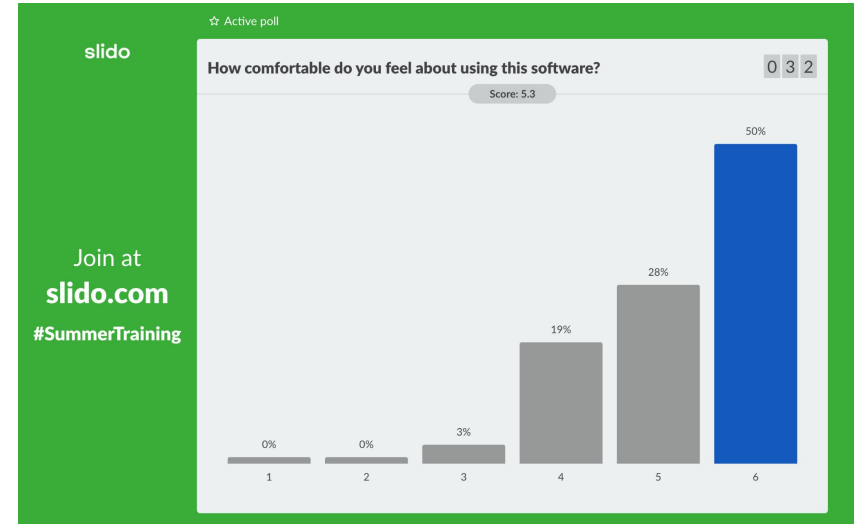
$13,000
36%

$15,000
18%

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Live polls: Gauge knowledge levels and check for understanding

Why use it?

To find out trainees' level of experience in an area, you can run a simple rating or multiple choice poll to determine if you need to start with the basics or more advanced topics. Have you just presented a big chunk of new information? Check how your employees understood it with a quick poll.

Examples

- **How comfortable do you feel with using this software?** (rating)

- **Rank these Adobe suite products according to how familiar are you with using them.** (ranking)

- **HTTPS is more secure than HTTP: True or False?** (multiple choice)

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☆ Active poll

How comfortable do you feel about using this software?   0 3 2

Score: 5.3

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50%

28%

19%

3%

0%   0%

1   2   3   4   5   6
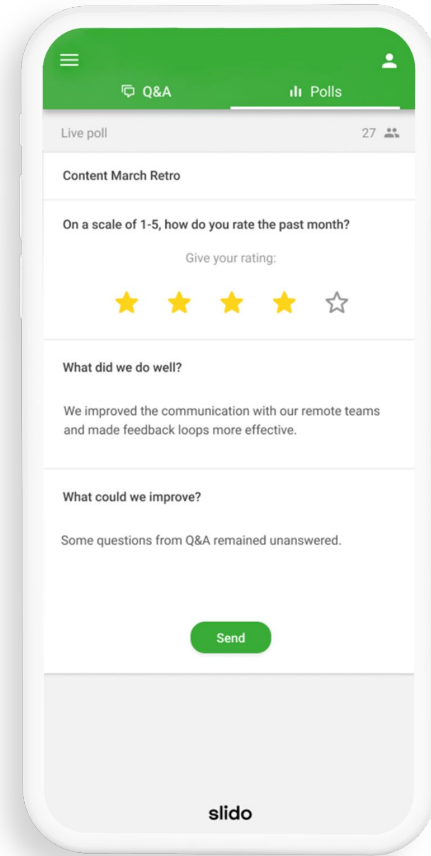
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03 **Features and poll templates**

Survey:
Collect feedback

Why use it?
Create a simple survey to find out what went well and what areas could be improved. Boost the response rate by asking for feedback while the participants are still in the room.

Examples

- **How useful did you find this training/course?** (rating)

- **How did you enjoy the session format?** (rating)

- **Which part did you find the most valuable?**
  (multiple choice)

- **Any ideas for improvement?** (open text)

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04 **Integrations**

Integrate Slido with the tools you already use for a seamless experience.

PowerPoint

[Learn more](#)

Google Slides

[Learn more](#)

Webex

[Learn more](#)

Microsoft Teams

[Learn more](#)

Live video

[Learn more](#)

ⓘ The following Slido setup might slightly differ based on the integrations that you are using.

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05 **Slido checklist**

Before the session

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Tech setup

1. Go to **slido.com** and login to your account.

2. **Create your Slido event** and set up the **event name, date** and **event code** in the **settings**.

3. **Create your polls before** the meeting.

Optional:

4. **Turn on the moderation** to **review audience questions** in advance.

5. **Secure your event** and **customize the branding**.

6. Check how to **display Slido in Present mode.**

7. **Run a test session**.

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Session checklist

1. **Share Slido's event link** with session attendees to collect questions in advance.

2. Review submitted questions and **prepare for the Q&A**.

3. **Think about interaction points in advance**.
   Tip: if your slides are heavy with content, insert polls or a quiz in between to ensure the participants are still following you.

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How to communicate Slido beforehand

Example:

When it's time to join the session, just click the button below. You'll be prompted to enter your name and email upon joining.

Join the webinar

Get a head start and submit any questions you may have here. We'll be sure to answer them during the Q&A part.

Tip: *you can share the Slido's event link via email or include it with your webinar invite.*

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05 **Slido checklist**

During the session

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Tech setup

1. **Activate your polls.**
   Tip: activate the polls slightly ahead to offset the video delay.

2. **Display the poll results in Slido Present mode**.
   Tip: people are 2X more likely to engage with you if the Present mode is displayed.

3. During the Q&A, **display questions in Present mode.**
   Highlight the question that is being discussed and **mark it as answered** to remove it from the screen.

Optional:

4. If you have the moderation on, **approve questions as they come in.**

5. **Integrate Slido Present mode into your slides** by using one of our existing integrations
   (PowerPoint, Google Slides).

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Session checklist

1. **Introduce Slido at the beginning**.

2. **Take 2-3 minutes to run an <u>icebreaker poll.</u>**
    Tip: Running an icebreaker poll not only works as a great opener, but it will also help you bring people into Slido so they can answer your upcoming polls more quickly.

3. **Give participants time to respond and always comment on the poll results**. Use the inputs to generate discussion or debate amongst the group.

4. **Remind attendees to submit and upvote questions** and make sure to **allow enough time for Q&A** to address the most popular ones.
    Tip: Are you presenting content in bigger blocks? Consider having interspersed Q&A's to address relevant questions in a timely manner.

5. **Activate the feedback survey before people leave the meeting** to increase the response rate.
    Tip: Make sure to keep the feedback open and include the survey link in the session outcomes so your participants can fill it out in their own time.

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How to communicate Slido live

Example:

"During this training, we will be using Slido to collect your questions and ask for your opinion/input via live polls. You will be able to join the conversation by going to slido.com and entering the #eventcode, or by scanning the QR code.*

Tip: We advise to start the meeting with an icebreaker poll to include your audience right at the beginning and increase the overall level of engagement.

* *Alternatively, participants can join via Slido's event link. If you are using our Webex or MS Teams integration, participants can join Slido directly in your meeting.*

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05 **Slido checklist**

After the session

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Tech setup & session checklist

1. **Go to the Analytics tab** to view and export your data for further analysis.

2. **Evaluate feedback**
   Tip: Go through your attendees' answers and look for concrete suggestions to implement at your next training session.

3. **Address unanswered questions**
   Tip: If you didn't have time to cover all questions, reply to them directly in Slido Q&A or export them and provide the answers by other means (i.e. in an output email). Following up is critical for keeping the Q&A transparent, clarifying content and sharing resources.

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How to communicate Slido after

Example:

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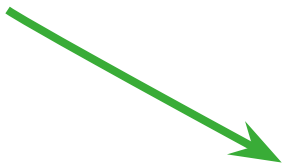
Hi there,

Thanks for your interest in our **Masterclass: The Art of Meeting Facilitation.**

As promised, here are the slides from the session. We have added more scenarios and useful resources there. Additionally, we have replied to the outstanding questions from the webinar in the Slido Q&A. You can check it here.

If you'd like to watch the masterclass, you can find it on YouTube.

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06 **Additional resources**

Articles:

- [How to Run a Truly Engaging Corporate Training – Remotely](#)

- [How to Run More Interactive Training Sessions with Live Polls](#)

- [What is Conversational Presenting and Why You Should Give It a Try](#)

- [Best Poll Questions To Ask Your Online Audience](#)

Videos:

- [Webinar: Engaging Your Students With Polls and Quizzes](#)

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