“Virtual Producer Training”
Pt I
By James Bishop
Have a Virtual Producer

Tips of the Day

• Share workload
• Avoid cognitive overloading and multi-tasking

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Breakout Rooms

A. Your experience of producing or having a producer

B. Assign a Chat Monitor

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Good Traits

What are good traits for a virtual producer?

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Real case incidents

Case 1
Computer ran out of battery in a university workshop.

Case 2
Computer crashed and frozen during a company meeting.

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Tools

• Run of Show
• Stable internet, back-up source and power supply
• Update days before the session
• Second device, second screen
• Alternative Comms

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Preparations

• Test everything with the facilitator
• Discuss back up plans
• Set up communication channels
• Help participants test the platforms and tool

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Energizer – Whack-a-mole

Let’s play WHACK-A-MOLE

• Practice mute function

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Producer Roles

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