

## **A guide to Video Conferencing from Bill Plant Driving School**

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A video conference call is exactly what it sounds like: a conference or meeting conducted via video. Participants log into a specific video conference software and are then able to collaborate in real-time with each other — even if said participants are located in different areas.

This guide will help you best prepare and take Online Theory Lessons with your pupils.

### **Select the right video conferencing platform**

The first thing you need to do is choose the video conferencing software you will use. There are plenty of options, each with their own pros, cons, and quirks. By selecting the one you are most comfortable and familiar with, you will ensure you are able to confidently undertake the Introductory and further on-going private tuition.

Here are a few free popular options:

Zoom

Google Hangouts

Skype

### **Ensure the video conferencing software can “Share Screen”**

We've created the Introductory Online Theory Lesson for you to be able to present for the first lesson. Do watch our example filmed lessons to use a guidance on best practise for this lesson.

For the Introductory Lesson, please have the Powerpoint or PDF version of the presentation ready prior to your call and simply “Share Screen” so you and your pupil can view the various slides.

For your further tutoring, you should continue to utilise “Share Screen” functions when going through the Bill Plant Driving School and DTS Anytime platform with your pupil. Whether that be attempting Theory questions or Hazard Perception videos together or reviewing their progress.

### **Stay Professional**

It may be tempting to forego professionalism during video conferences. The fact that you and your team aren't actually in the same room together might make your online powwows seem more informal. This is a mistake!

Make sure your video conferences meet or exceed the general professionalism standards of traditional, in-office gatherings. Here's how:

- **Look the Part:** If you work remotely, you probably dress more casually than most office workers. You might even rock your PJs all day long. The clothes you wear in your own home is your business — except when you have to jump on a video conference call. Make sure you look presentable during your Online Theory Lessons meetings. Please wear your Bill Plant Driving School corporate wear or other work-acceptable attire.
- **Pay Attention to Your Surroundings:** In a similar vein, make sure your surroundings give off a professional vibe as well. Your workspace may be a disaster, but at least ensure that the small area behind you (the space caught on camera) is clean and tidy. Also, attend virtual conferences in a quiet area. Loud noises are distracting.
- **Know How to Use Your Video Conference Software:** Lastly, take some time to learn your video conferencing app of choice so that you can operate it smoothly during your online powwows. 20 minutes spent fiddling with technology is 20 minutes wasted and will make you look unprofessional.

Last but certainly not least, always do your best to minimise distractions during your video conferences. Many of the professionalism tips we outlined above apply here as well. By dressing appropriately, ensuring your environment is conducive to a lesson, and learning how to use your video conference app of choice will help keep attendees focused.

Ensure you and your pupil turn off your mobile phones and email / WhatsApp notifications (or at least set them to silent) so they don't interrupt your lesson's flow.

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