

Maximizing Virtual Meetings: Learning and Practice with the DCo Facilitation Network

MAY 21, 2020

Welcome!

- Thanks for joining us for our second webinar.
 - April's webinar recording: <https://tinyurl.com/aprildcowebinar>
- The world is strange right now, but we've got your back.
- Our Facilitation Network is here to help you grow in your facilitation skills.
(Right now, that means virtual)

Today's Facilitators - from the DCo Facilitation Network

- Christa
- Jenny
- Karlene
- Lakesia
- Donna
- Michael



Chat



To: **Everyone** ▾

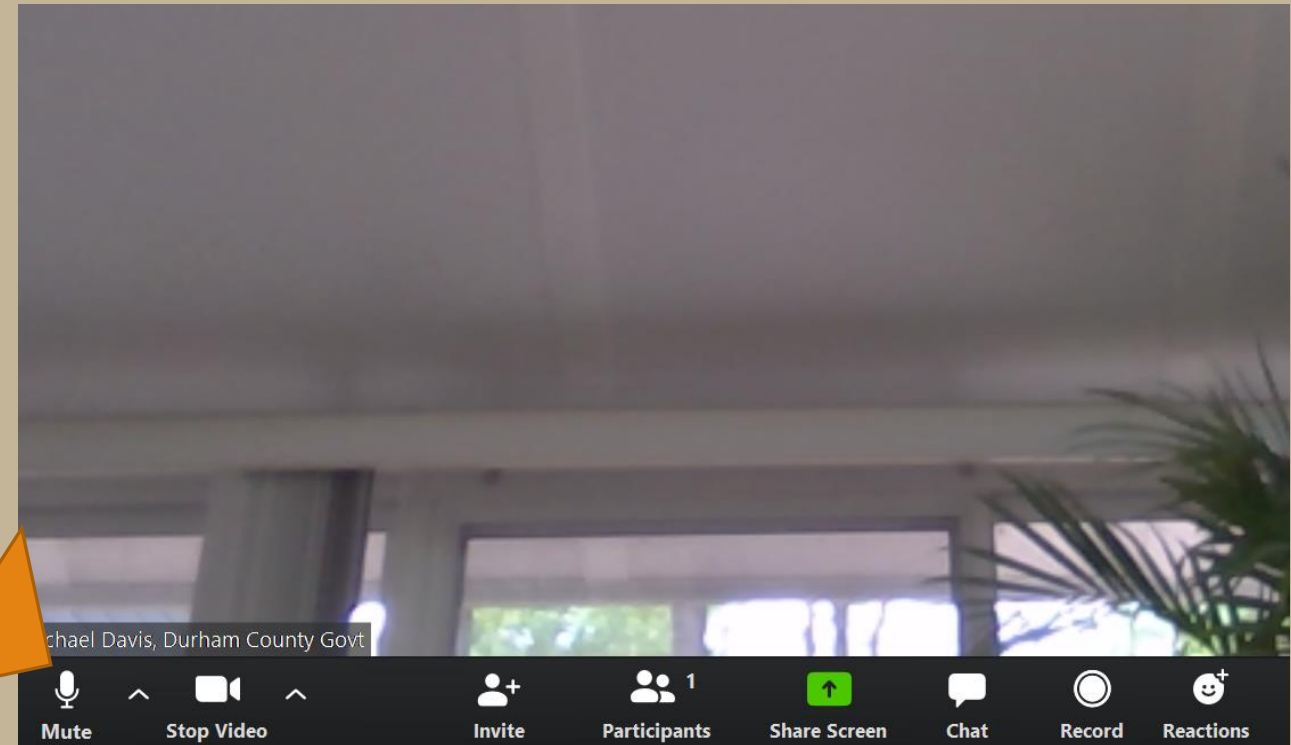
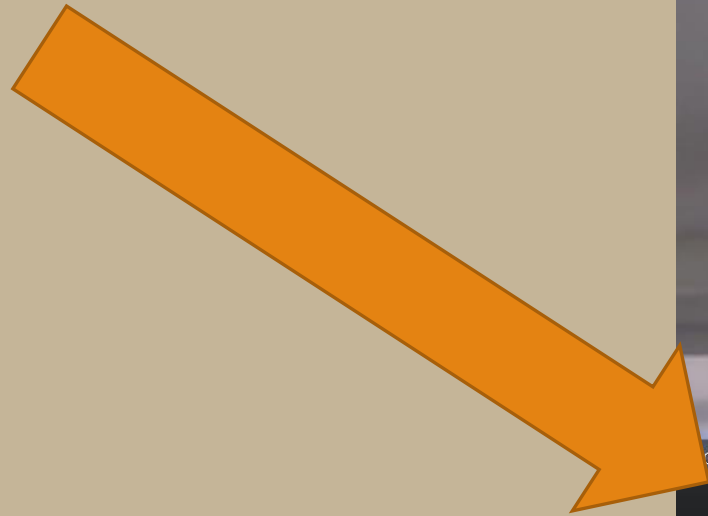
More ▾

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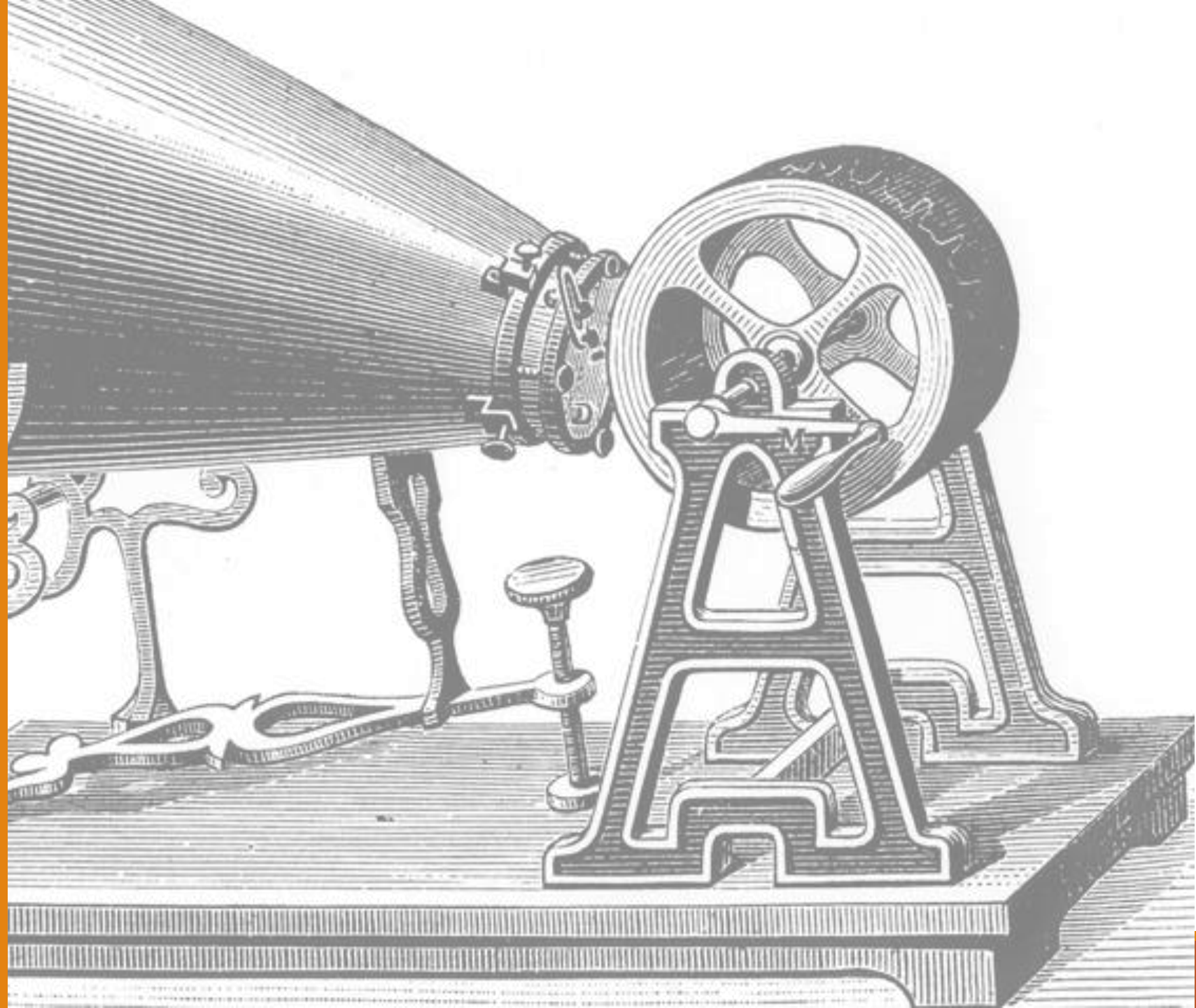
Please share
your name,
department
and one
highlight from
your week

Housekeeping

If not speaking, please
turn on "mute"



This
webinar
is being
recorded



About the DCo Facilitation Program

- In-person '101' training
- Facilitating for others: community & county employees
- Facilitation Network: a community of practice for quarterly learning meetings



Objectives

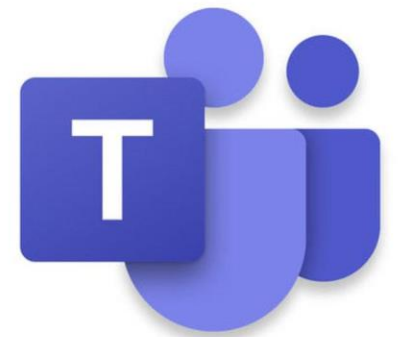
- Provide tips and tricks so that you can run better external meetings
- Create a safe space for you to ask questions and practice virtual facilitation so that you can apply your learning back at the "office"

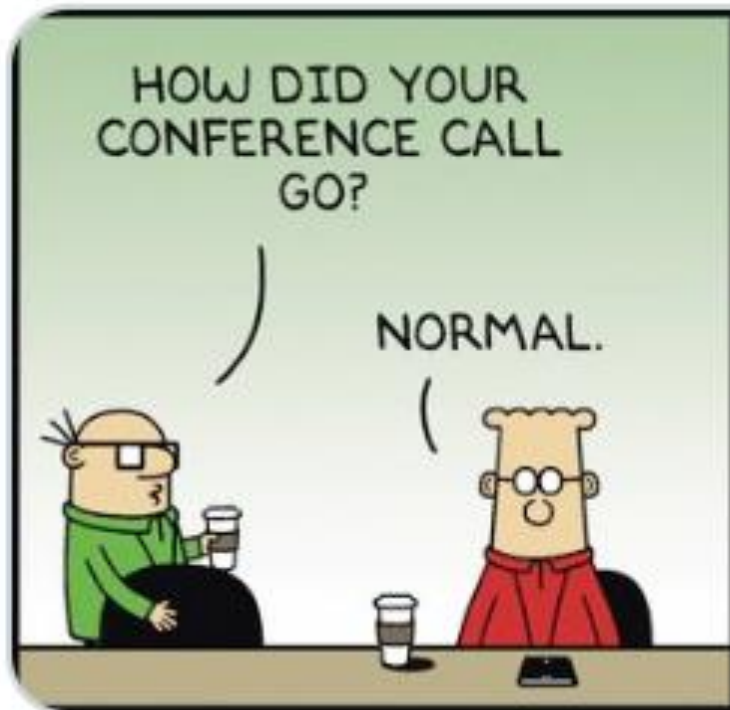
The Run-Down (aka Agenda)

- Intros and Objectives
- Breakout 1
- Content – How to Maximize External Virtual Meetings
- Breakout 2
- Share Outs and Discussion
- Close

Reminder

- IS&T requires Skype for Business for internal meetings
- For meetings that include external partners, solutions like WebEx, Zoom and Uberconference are permissible.
- Today's webinar has invited external partners and is focused on how to maximize virtual tools for external meetings, so we're using this platform.
- IS&T is rapidly moving toward Microsoft Teams.
 - For more information, please contact Andre Cornette at acornette@dconc.gov and Rebecca Hartigan at rhartigan@dconc.gov.





DILBERT.COM @SCOTTADAMSSAYS

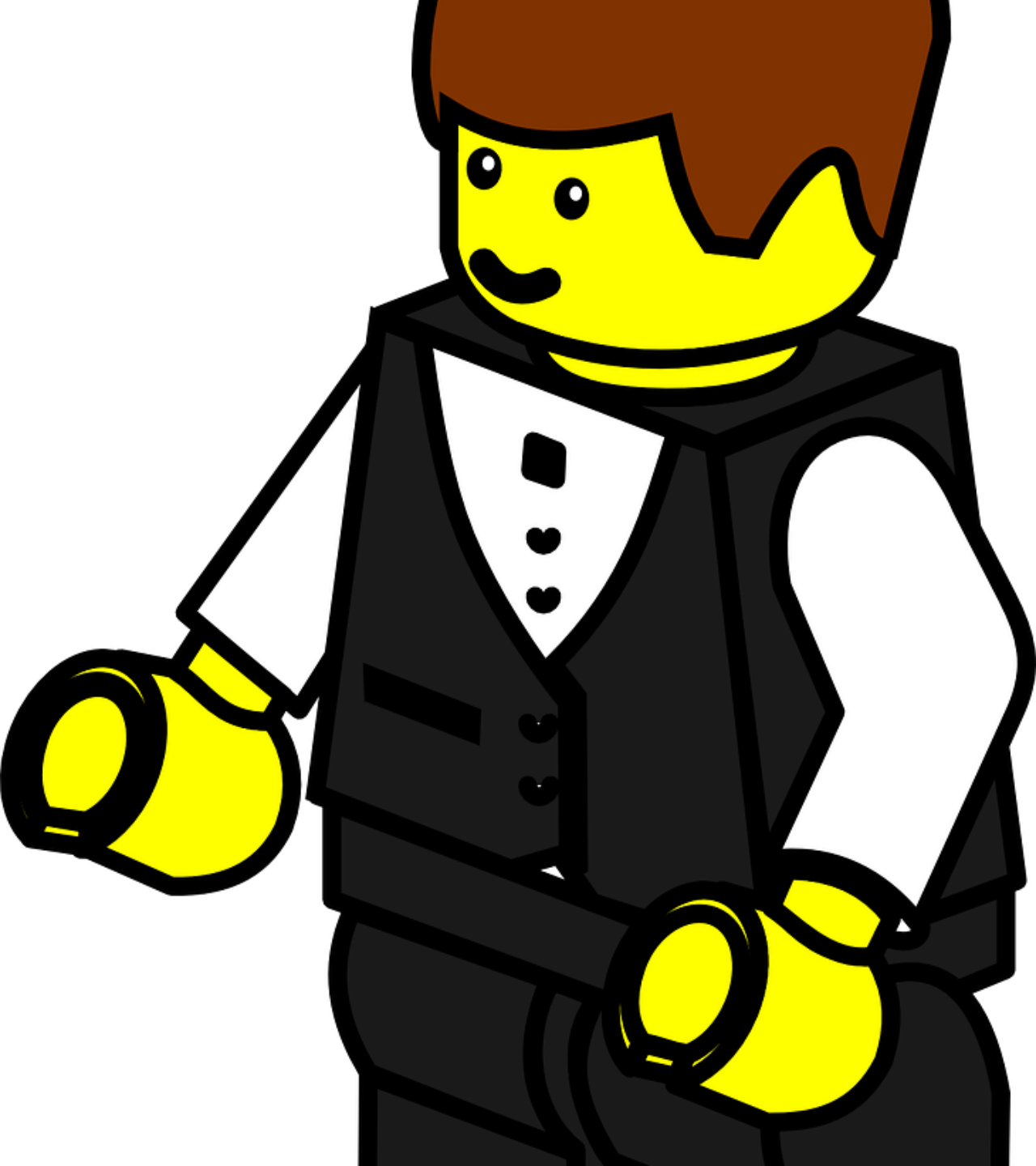
11-26-19 2019 Scott Adams, Inc./Dist. by Andrews McMeel

Source: Dilbert, via Scott Adams (2019)

Breakout Time

Let's check in for five minutes:

What's the funniest moment you've experienced in a virtual meeting?

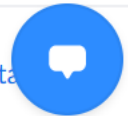


Being a Host: Set Up & Planning

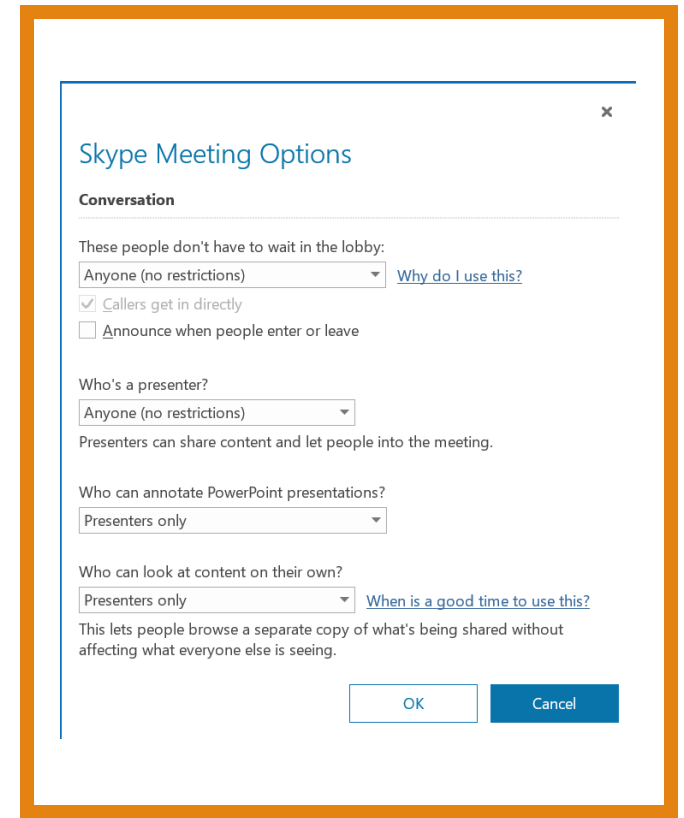
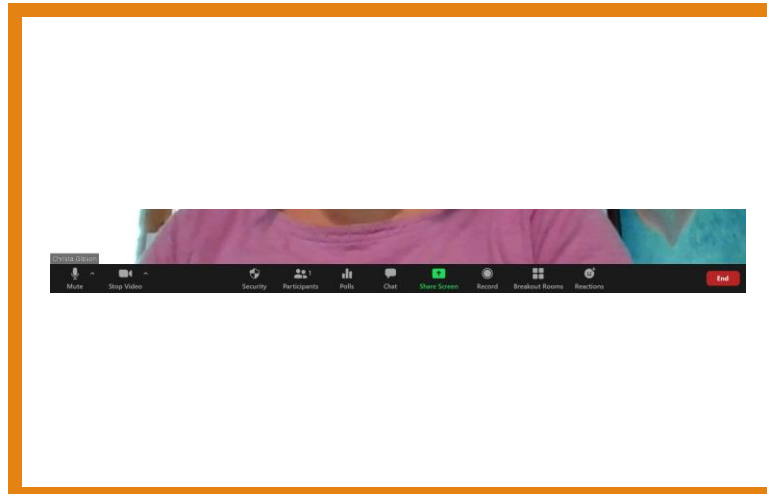
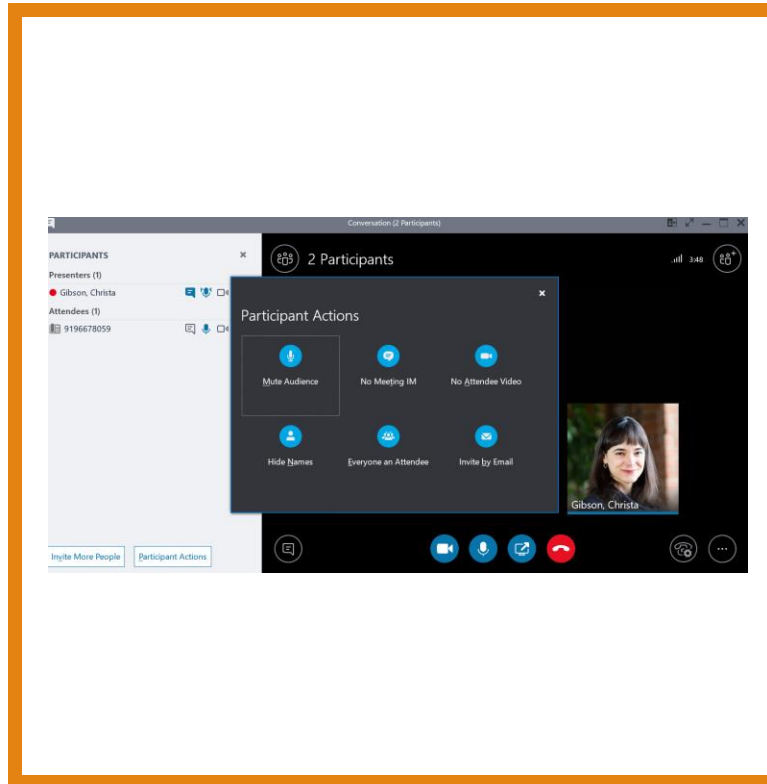
- Profile
- Meetings**
- Webinars
- Recordings
- Settings
- Account Profile
- Reports

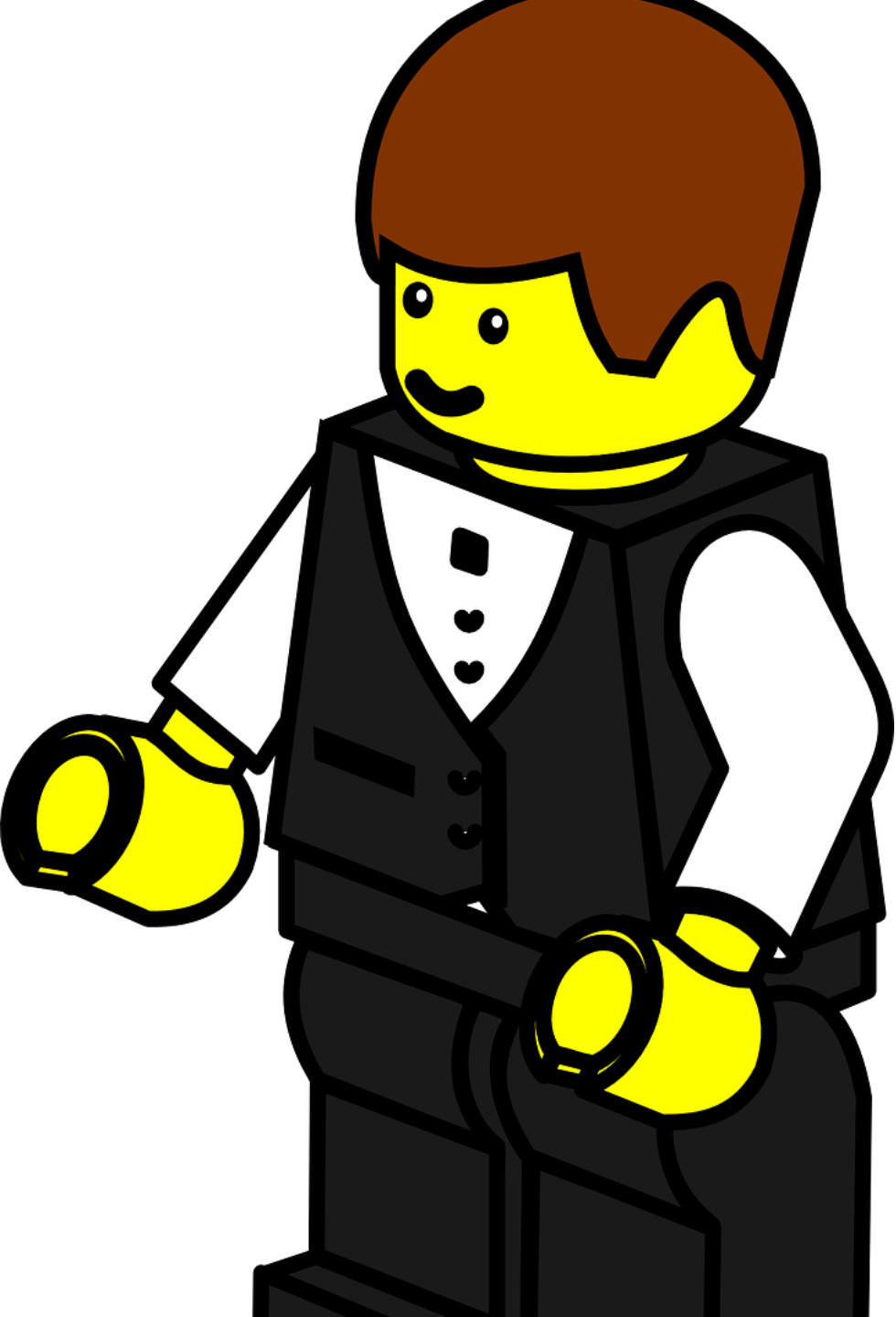
[My Meetings](#) > Manage "Third Virtual Breakfast in the Garden meeting"

Start this Meeting

Topic	Third Virtual Breakfast in the Garden meeting
Time	May 14, 2020 02:00 PM Eastern Time (US and Canada)
Add to	31 Google Calendar Outlook Calendar (.ics) Y Yahoo Calendar
Meeting ID	930 4396 5333
Meeting Password	× Require meeting password
Invite Link	https://ncsu.zoom.us/j/93043965333 Copy Invite 

Host Controls During Meeting





Planning for Contingencies

Prevent unwanted guests.

Prepare for Internet problems.

Silence those not on mute.

Visual Engagement

Staying engaged through video screens

1. Practice!
2. KISS
3. Be considerate
4. Get a headset
5. Reach out

Chat Engagement

Staying engaged through Chat and Reactions Features

Chat Feature

- Public (Everyone)
- Private (Specific Participant)
- A Word of Caution
- Chat Monitor

Reactions Feature

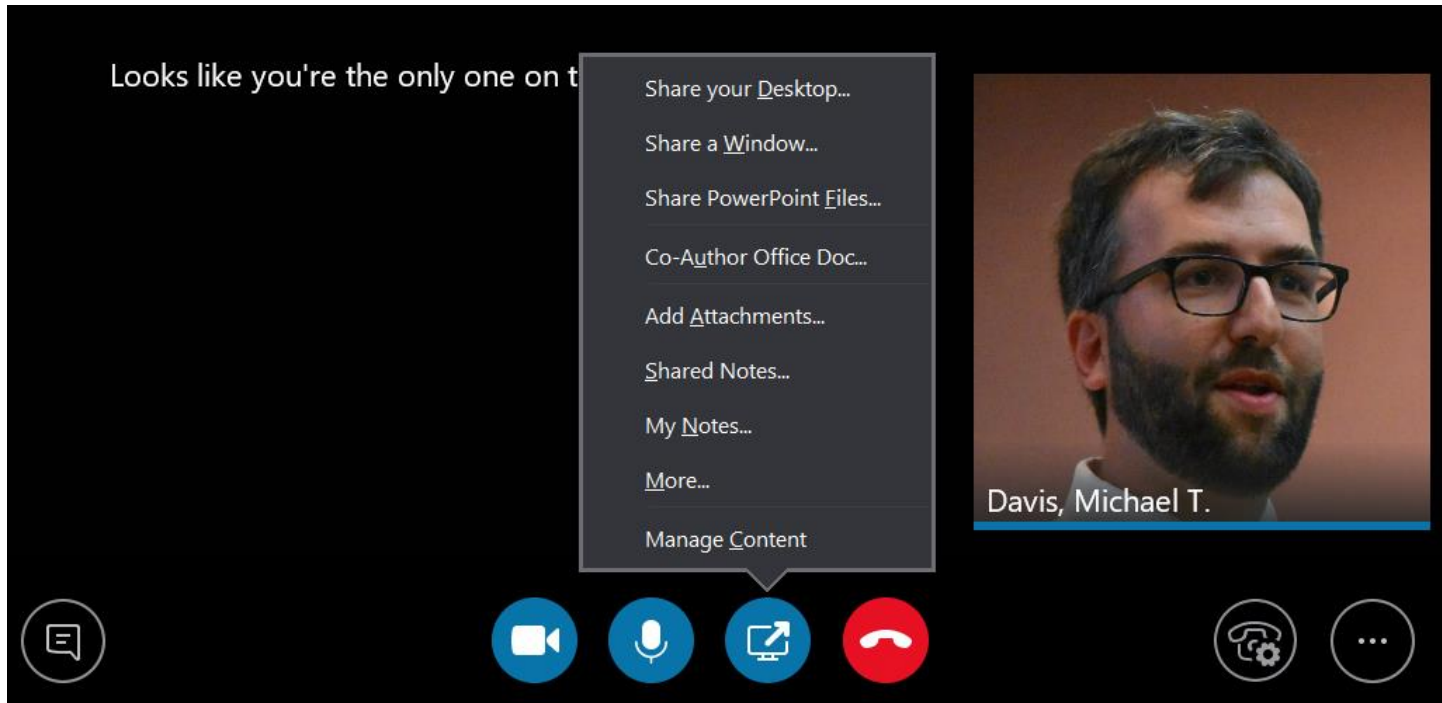
Polling Engagement

- "In the moment" polls are a way to get real-time feedback
 - Are people comprehending or paying attention? Ask a review question.
 - Are people enjoying or finding value? Ask an evaluation question.
 - Are people in need of a laugh or a diversion? Ask a fun question.

Polling Engagement




- Now an "in the moment" poll

Polling on Skype for Business



Click on the Present button

Presenters (1)

● Davis, Michael T.   

[Invite More People](#) [Participant Actions](#)

CONVERSATION

Create a Poll

Poll name:

Question:

Choices:

-
-
-
-
-
-
-

Polling on Skype for Business

which one?



I don't want to vote

Polling on Skype for Business

Poll Actions ▾



Polling Engagement

- Good for something quick and, again, "in the moment"
- A way to check in, entertain or take the pulse of the meeting
- Don't forget – the chat box can be used to ask a question and get quick answers, too
- For deeper inquiry, use SurveyMonkey or another survey solution

Screen Share Engagement

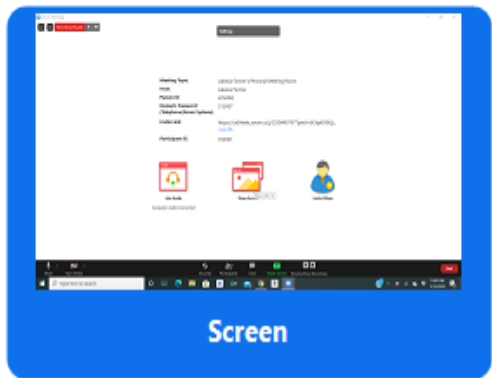


Click to
Share
Your
Screen

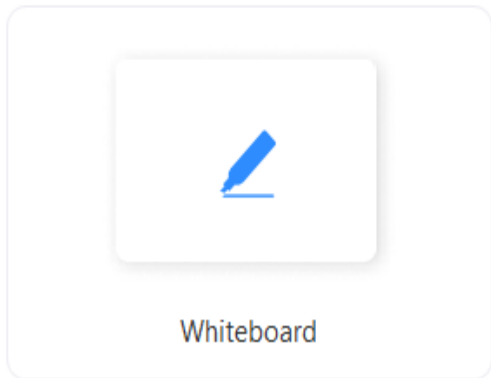
Select a window or an application that you want to share



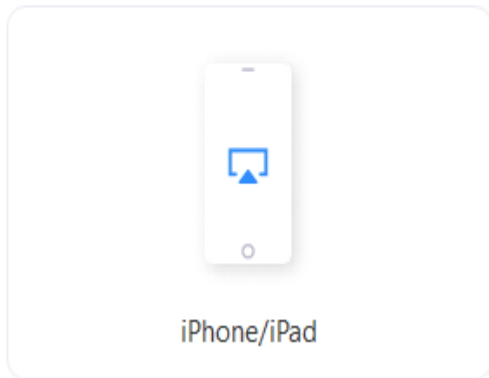
- Basic
- Advanced
- Files



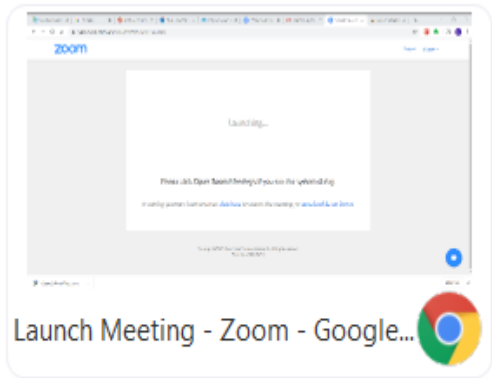
Screen



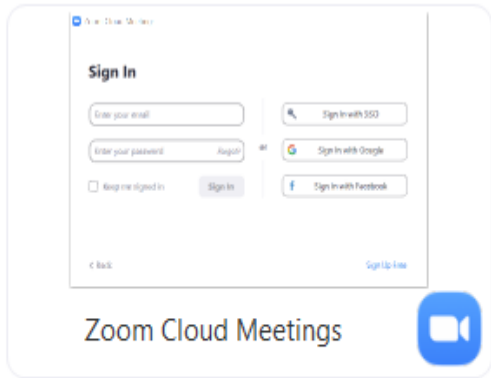
Whiteboard



iPhone/iPad



Launch Meeting - Zoom - Google...



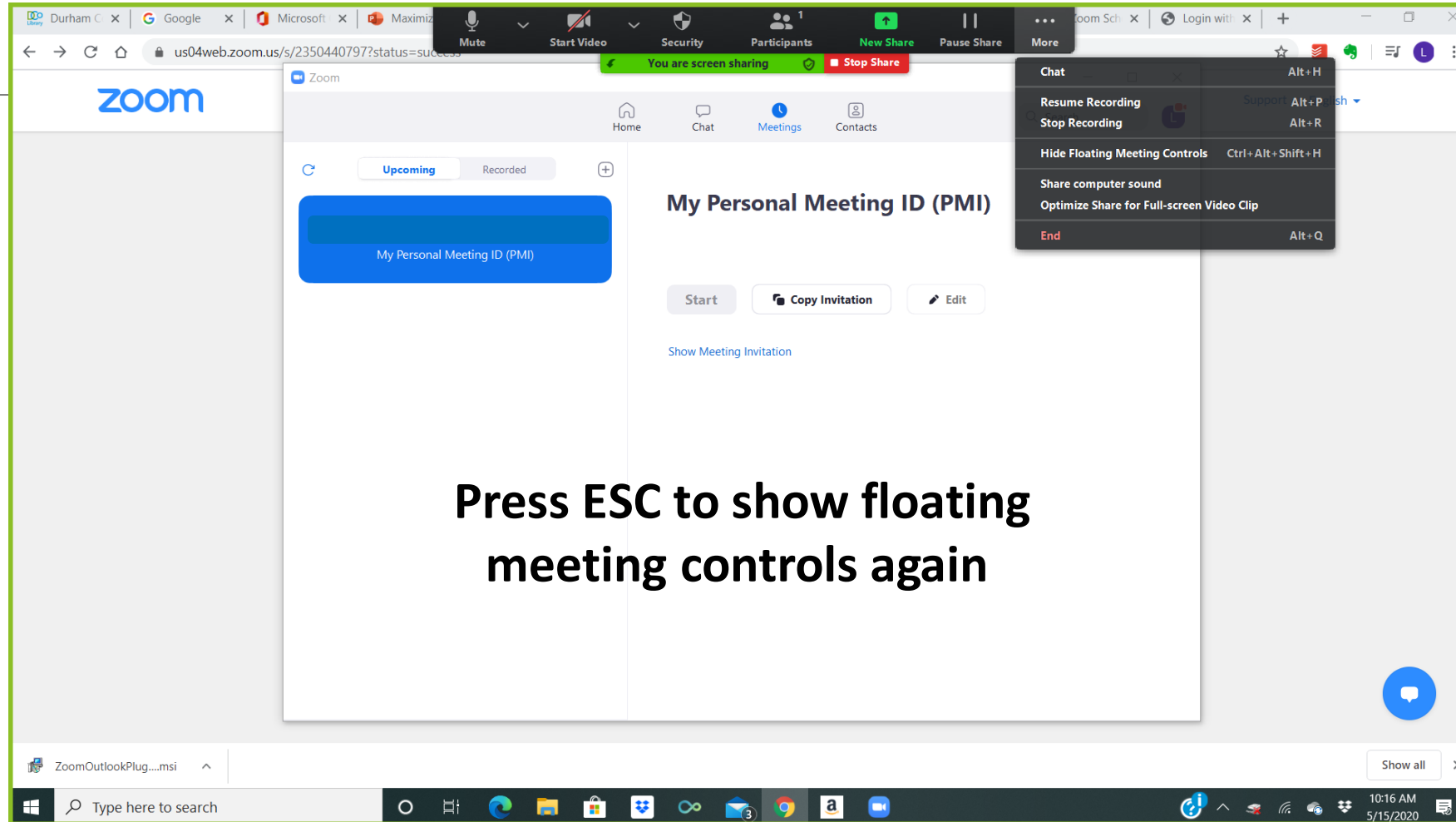
Zoom Cloud Meetings



- Share computer sound
- Optimize Screen Sharing for Video Clip

Share

Screen Sharing Tips

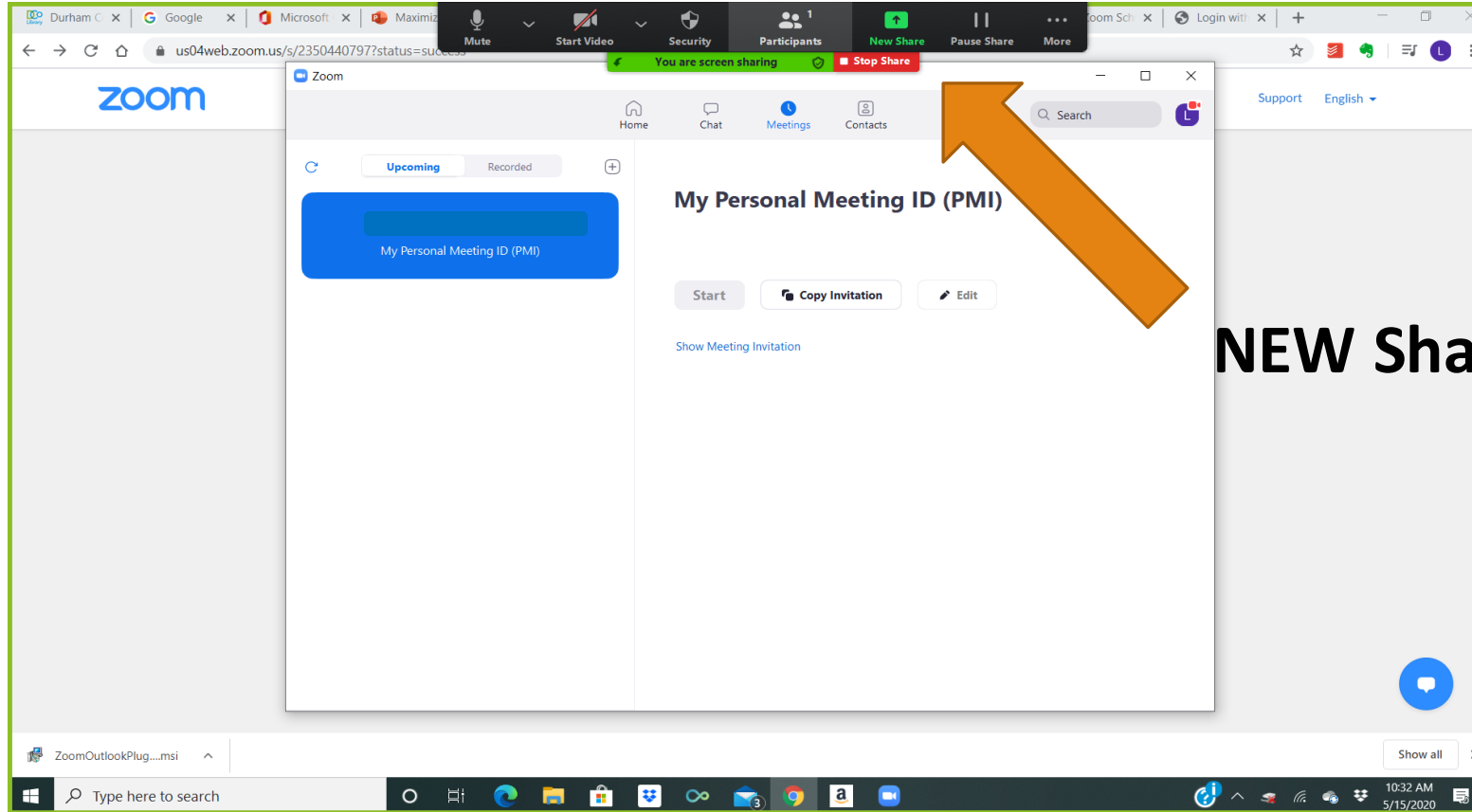


The screenshot shows a Zoom web client interface during a screen share. At the top, a dark toolbar contains icons for Mute, Start Video, Security, Participants, New Share, Pause Share, and More. A green banner below the toolbar reads "You are screen sharing" with a red "Stop Share" button. The main content area displays "My Personal Meeting ID (PMI)" with a blue button for the same, and "Start", "Copy Invitation", and "Edit" buttons. A floating menu is open on the right, listing options: Chat (Alt+H), Resume Recording (Support Alt+P), Stop Recording (Alt+R), Hide Floating Meeting Controls (Ctrl+Alt+Shift+H), Share computer sound, Optimize Share for Full-screen Video Clip, and End (Alt+Q). A large text overlay in the center reads "Press ESC to show floating meeting controls again". The Windows taskbar at the bottom shows the time as 10:16 AM on 5/15/2020.

Press ESC to show floating meeting controls again

Screen Sharing Tips

PAUSE Share



NEW Share

Screen Sharing in Skype for Business

- Share Your Desktop...
- Share a Window...
- Share PowerPoint files...
- Co-author Office Doc...
- Add Attachments...
- Shared Notes...
- My Notes...
- More...

[Invite More People](#) [Participant Actions](#)

[Attendees can now share video.](#)

- Share your Desktop...
- Share a Window...
- Share PowerPoint Files...
- Co-Author Office Doc...
- Add Attachments...
- Shared Notes...
- My Notes...
- More...
- Manage Content

Click to Share Content

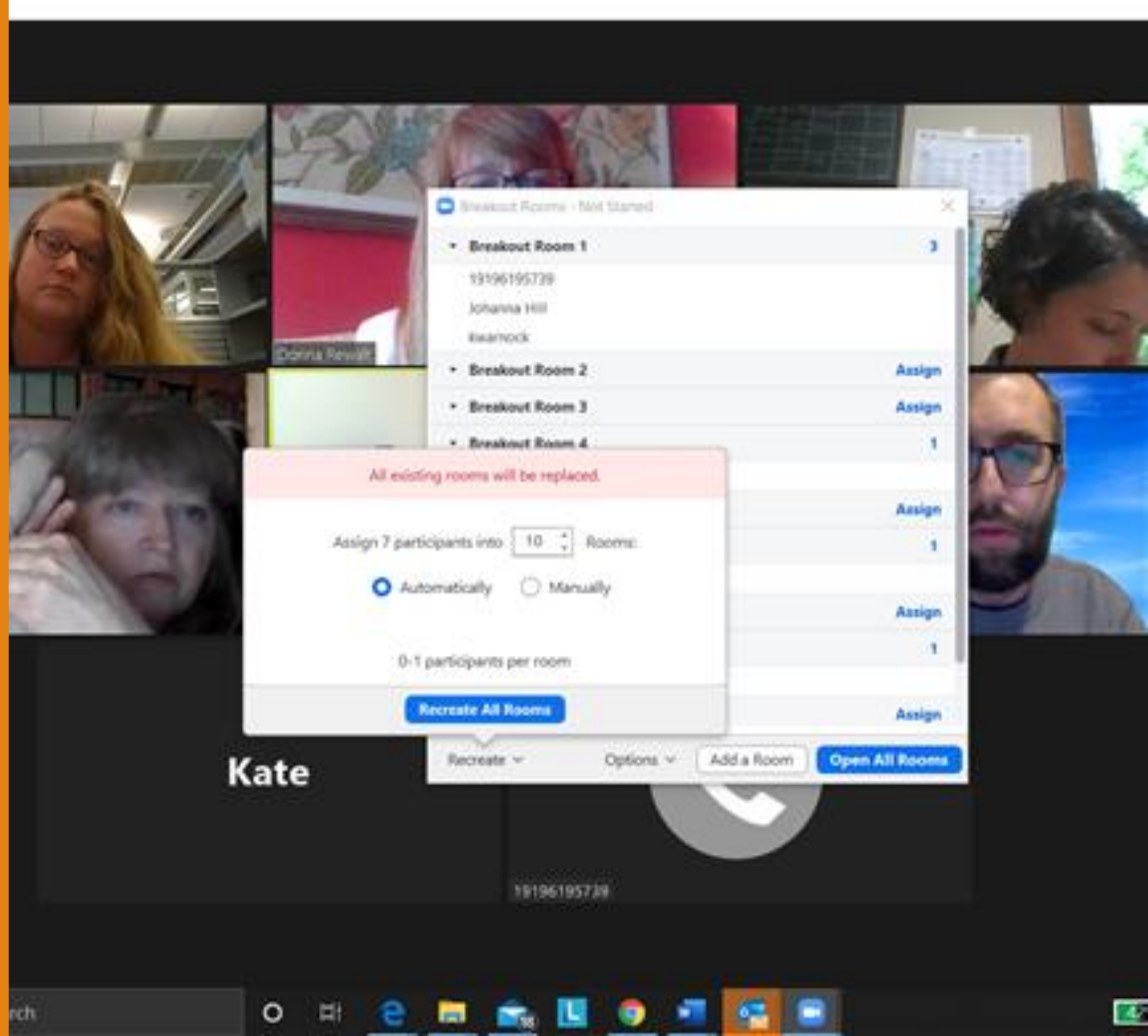
Virtual Breakout Rooms

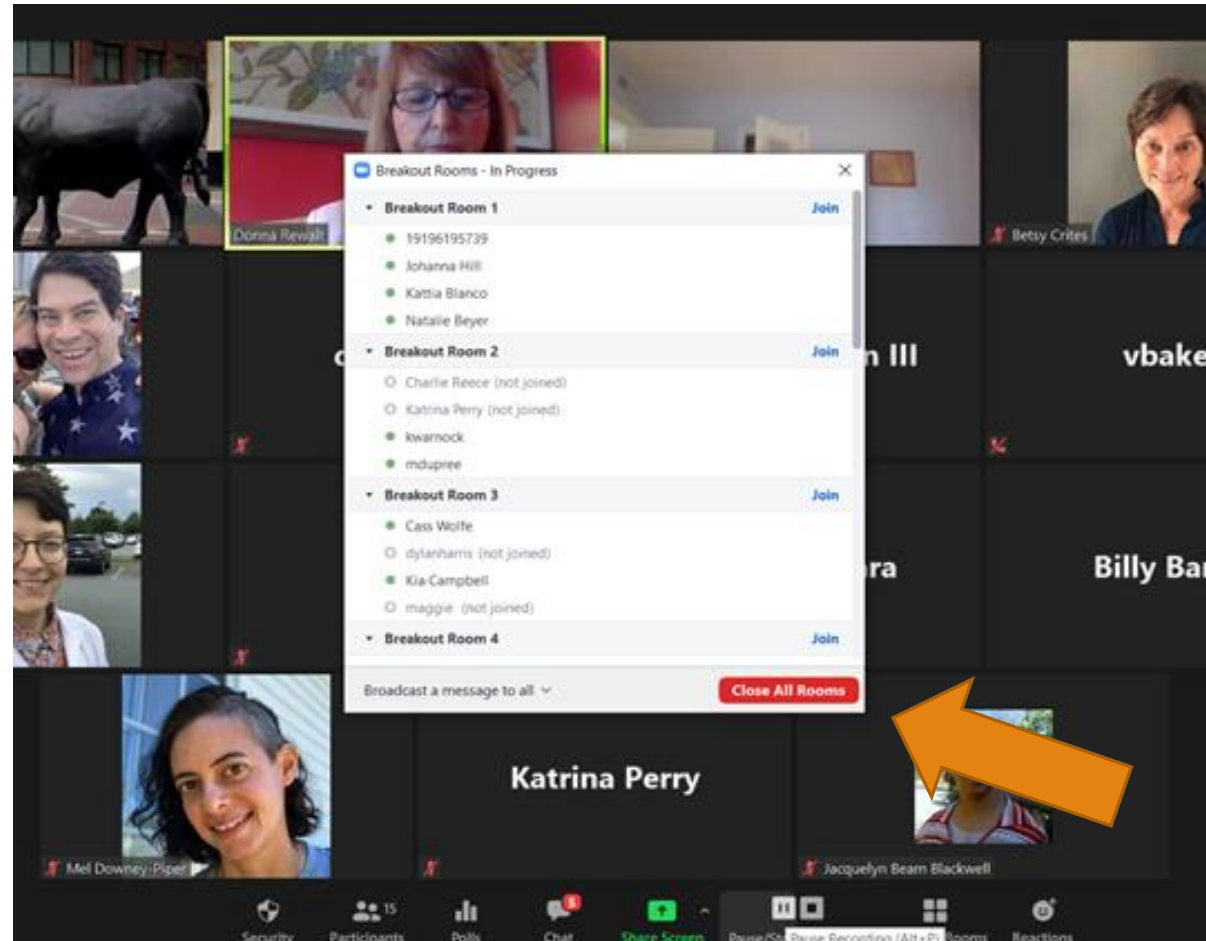
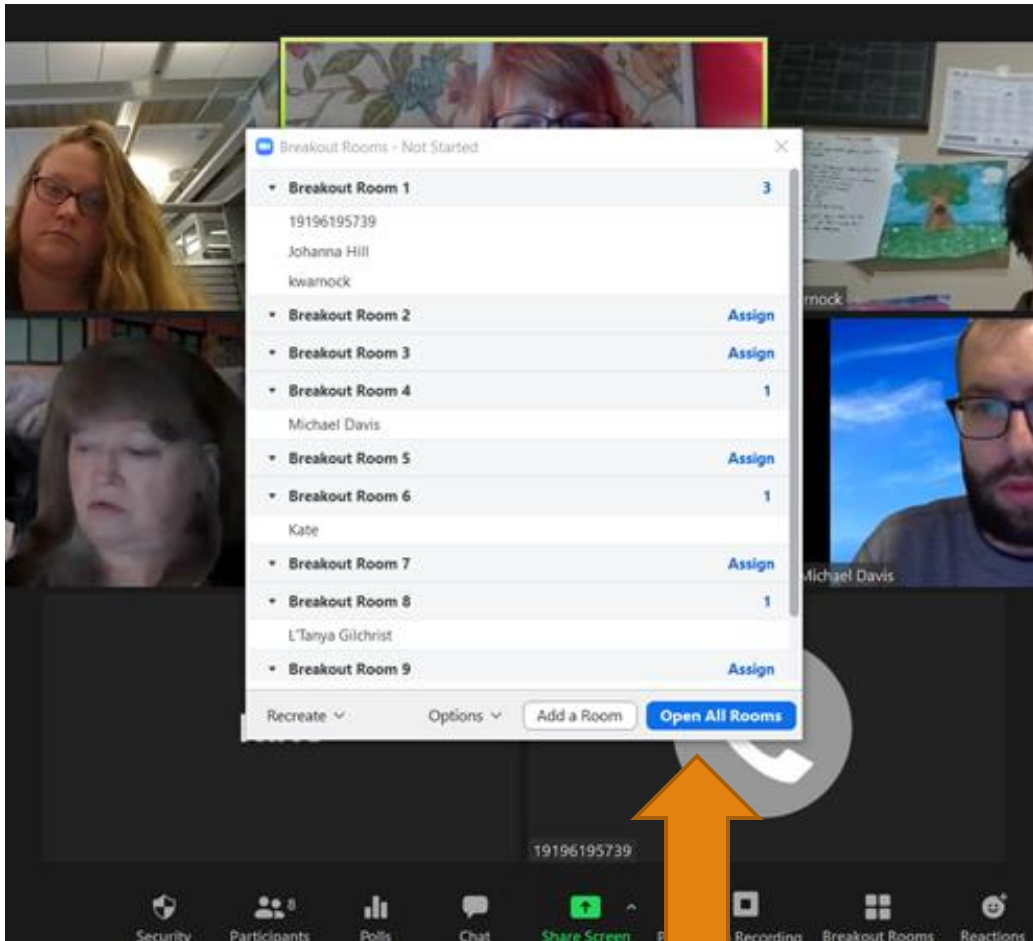


- ❑ Uses for breakout groups—discussion, focus on different topics, application of learning, work in teams
- ❑ Benefits—deeper engagement & learning, higher quality information from groups, more openness, breaks up meeting
- ❑ Monitoring & Managing Breakout Groups is Essential
- ❑ Watch for report out fatigue

Starting Breakout Rooms

Automatic vs. Manual





Opening and Closing Rooms

Breakout Rooms

- What has worked well in virtual meetings for you?
- What have been the challenges?
- What might you need to support you and help you overcome those challenges?

Report Out

- Share your room's thoughts out loud
- Or type it in the chat!

Questions

What tips can you share?

Where else do you need support?

What else do you want to see covered?

Announcing "Virtual Lunch"

- Upcoming chances to chat, experiment with virtual meeting tools and ask questions of the DCo Facilitation Network

Round 1: Wednesday, June 3, 12-1 pm

Round 2: Tuesday, June 9, 12-1 pm

Quick Poll

- Question 1
- Question 2

Thanks,
Stay Safe, and
Have Great Meetings