YOU’RE ON!
Looking Good While Doing Good Work

Strategies for Engaging and Effective Virtual Meetings

UNDERSTANDING THE VIRTUAL & USING TOOLS

To Do While You’re Waiting: In the chat box
Tell us SOMETHING NEW you’ve learned since the pandemic began.
The Basics

- Muting
- Using Reactions
- Chat box
- Viewing: speaker/gallery & side-by-side

1. Round Robin
2. Polling
3. Screen Sharing
   a. Color-Coded Google Docs
   b. Rotating Flip Charts
<table>
<thead>
<tr>
<th>Name</th>
<th>What gives you the most satisfaction about your job?</th>
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<tbody>
<tr>
<td>Salma</td>
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<tr>
<td>Kathy</td>
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<td>Ron</td>
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<td>Monica</td>
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<td>Nabil</td>
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<td>Susan</td>
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What’s So Different

• Optimal time of a virtual session
• Zoom fatigue
• Why do engagement strategies matter?
  • Elephant and Rider
• Senses used in receiving messages
  • 75 percent of knowledge comes to us visually
  • 13 percent comes through hearing
  • 12 percent comes through smell, taste and touch
The Elephant and the Rider
Connecting

Who would you bet on?
How to engage the Elephant and the Rider

- Round Robin
- Polling
  - When to use polls
  - How to set up polls
Poll #1
Length of a Session

What is the optimal length of time for a virtual session?

• 10 minutes
• 30 minutes
• 60 minutes
• 90 minutes
• 2 hours
Collaborating

• Breakout groups
  ▪ Optimum number of participants
  ▪ Pre-assign your groups

• TOOLS
  ▪ Annotating
  ▪ Whiteboard
  ▪ Color-Coded Google Doc
  ▪ Google Sheets Flip Chart Carousel
**Collaborating: Google Docs—Color-Coded**

**BREAKOUT #1  BLUE, GOLD, GREEN, PURPLE GROUPS**

**BLUE:**
How has COVID-19 changed the way we work?

1. We all work remotely
2. Unable to meet providers/people part of coalition in person
3. Flexibility with our partners
4. Due to COVID, we are working closely with the network to offer more resources that are not just based on ESOL
5. More meetings/sending more information
6. Everybody needs a haircut

**Gold:**
What are the most important services your organization provides?

1. Funding
2. Training
3. Networking Opportunities
4. Advocacy
5. Data Aggregation & Reporting
Collaborating: Google Sheets
Flip Chart Chart Carousel

<table>
<thead>
<tr>
<th>Rotating Flip Charts</th>
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<tbody>
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Connecting and Collaborating

How to engage the Elephant and the Rider

- Round Robin
- Polling
- Color-Coded Google Doc
- Google Sheets Flip Chart Chart Carousel
Contact us for

• Strategic Planning
• Fundraising
• Board Development
• Management Consulting
• Executive Coaching

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