Capacity Partners®

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.

nonprofit montgomery

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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

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Who's in the Room?

	What gives you the most satisfaction about your job?
Salma	
Kathy	
Ron	
Monica	
Chris	
Anchel	
Nabil	
Susan	

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

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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 Carousel

Rotating Flip Charts

Blue	Orange	Green	What are the most
			1
			2
			3
			4
			5
			6

▶   BLUE   ORANGE   GREEN   +

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Connecting and Collaborating

How to engage the Elephant and the Rider

- Round Robin

- Polling

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Contact us for

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

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