

# Zoom Meeting Host Training for Facilitators (Basic)

## Delivered Virtually Via Zoom: September 23, 2020 1:00pm - 2:30pm EST

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### Workshop Overview

With most teams suddenly working remotely, finding a tool that allows you to effectively meet and collaborate is crucial. Many organizations are choosing Zoom as their cloud-based video conferencing service to virtually meet with others

### Workshop Purpose:

To provide participants with an understanding of how to host interactive virtual meetings via Zoom

### Workshop Outcomes:

You will leave with an understanding of...

- Waiting Rooms
- Managing Participants
- Sharing Screens
- Interactive Features — Chat, Non-verbal Feedback Icons and Annotation
- Security and privacy options



### Topics

- Schedule a Meeting
- Waiting Rooms
- Share Screen & Whiteboards
- Annotate
- Manage Participants
- Non-verbal Feedback Icons & Reactions
- Chat and In-meeting File Transfer
- Security and Privacy

### Workshop Details

**Date:** September 23, 2020

**Location:** Zoom link to be provided. Download this application for free at [Zoom.us](https://zoom.us)

**Times:** 1:00pm - 2:30pm EST

**Register:** email [info@facilitationfirst.com](mailto:info@facilitationfirst.com)

**Fee:** \$249 + tax per participant for one micro-workshop \$400 per participant if you attend two micro-workshops offered on same day (**Zoom Meeting Host Advanced at 2:30pm**)  
5% for 2-4 participants or micro-workshop 10% off for 5+ participants and/or workshops

### Participant Requirements

- Each participant already has at least a Basic Zoom account
- Each participant has a device with functioning computer audio and video
- Each participant has a headset or is in a private room/area with no other participants



### About Your Trainer: Rita Gupta

As a Certified Facilitation First trainer, Rita brings her unique blend of project management and professional facilitation experience to the workshops she leads providing great insight and a unique perspective to in-class discussions. Rita has over 15 years of experience as a Project Manager, including a management role of Director of a PMO at an IT consulting firm. She also has several years developing and implementing Project Processes. She is a Certified Professional Facilitator (CPF) and a certified Project Management Professional (PMP).