

# Zoom For Facilitators: Mastering Breakout Rooms & Polling

Delivered Virtually: February 18th 2:00pm - 3:30pm & February 25th 2:00pm - 3:00pm EST

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## Workshop Overview

When facilitating virtual meetings or training workshops, session leaders often find their greatest challenges to be in engaging participants and balancing participation so that everyone has an opportunity to be heard. How do you transform a group of passive virtual session attendees/participants into highly engaged collaborators?

At Facilitation First, our go-to Zoom features are breakouts and polling! Where appropriate, we break the group up into pairs or smaller groups to increase intimacy, a sense of 'safety' and quality of input. We use polling as a way to gauge interest, take a pulse and keep content dynamic.

We have developed this program to build confidence and competence in creating, launching and leveraging Zoom Breakouts and Polling. Delivered by a professional meeting facilitator and trainer, learners will also understand the 'when and why' you would use these features, as well as the how!

**Workshop Purpose:** To enable participants to increase engagement and participation in Zoom meetings by mastering breakout rooms and polling

## Workshop Outcomes:

You will leave the session by mastering breakout rooms and polling with a comprehensive understanding of the following ...

- Benefits of using breakout rooms and polling
- An understanding of how to create and launch a poll, including how to "re-use" polls previously created
- Options for creating breakout rooms, including the newly launched self-select breakout option
- Managing breakout rooms in progress
- How to effectively instruct participants prior to launching break-outs
- How to quickly address various dilemmas/scenarios that can arise

## Topics:

- Creating breakout rooms and polling (in advance or ad-hoc)
- Assigning participants to breakout rooms (automatic, manual & allow participants to choose room)
- Preparing and managing breakout rooms and polling
- "Ask for Help" feature while participants are in breakout rooms
- Broadcasting a Message to all breakout room participants
- Delegating breakout room management
- How to effectively launch breakouts to ensure success
- Various breakout room and polling dilemmas/scenarios and how to quickly respond to them



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## Workshop Details

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For over 25 years, Facilitation First has been top of mind for companies requiring facilitation services and facilitation skills training. We specialize in helping leaders and subject matter experts transition to the role of meeting facilitator, where a detailed process guides discussions ensuring better decisions, outcomes and optimum participant engagement. Having trained thousands of satisfied participants, Facilitation First is known for providing a proven, highly interactive learning experience that gives attendees simple yet powerful tools that they can apply in their very next meeting.

### Workshop Design:

1. 90 Minute Workshop – the trainer will walk participants through the features and provide a live demo of the feature
2. 1- 2 Hour Self-Study/Practicum: participants will be given a practicum with a list of breakout room and polling use case scenarios to work through with friends, colleagues, or learning partners from the workshop to gain hands-on experience before the next in-person session. The scenarios in the practicum will be based on real, relevant situations our experienced facilitator and trainer has experienced herself.
3. 60 Minute Post Practicum Coaching Session - this session is conducted one week after the 1st in-person session. This session will allow participants to share the results of their practicum, practice any of the scenarios they struggled with and the opportunity to observe live simulations of the various dilemmas/scenarios.

### Workshop Details

**Dates/times:****Workshop:** February 18 2:00pm-3:30pm**Interactive Coaching Session:**

February 25 2:00pm-3:00pm

**Location:** Zoom link to be provided. Download this application at [Zoom.us](https://zoom.us)**Fee:** \$495 plus tax**Register:** email [info@facilitationfirst.com](mailto:info@facilitationfirst.com)

### Participant Requirements

- Each participant is proficient with Zoom and has hosted at least one successful Zoom meeting
- Each participant already has at least a Zoom Pro account that is version 5.3 or later
- 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).