



Workshop Description

Remote teams are here to stay and finding a tool that effectively allows you to meet and collaborate remotely is crucial.

Many organizations have chosen Zoom as their video conferencing platform yet struggle to keep up with all the new features and functionality. Our training is delivered by a professional Facilitator and Trainer and is geared towards allowing you to host more engaging, interactive and collaborative meetings.

Participant Requirements

- Has hosted a few Zoom meetings (not just attending as a participant)
- Knowledge of Basic Zoom features like scheduling a meeting, managing participants (mute, stop video, lower hand, etc.), enabling and using waiting rooms, sharing screen and annotation
- Knowledge of Advanced Zoom features like creating a basic poll, creating and opening breakout rooms and assigning co-host(s)
- Basic Zoom account with v5.13.0 or higher
- A device with functioning computer audio and video
- A headset or in a private room/area with no other participants

The Learning Opportunity

Participants leave this course with:

An understanding of new features, tips and tricks to use with...

- View Options
- Accessibility & Diversity
- Breakout Rooms
- Share Screen & Zoom Collaborative Whiteboards
- Waiting Rooms
- In-Meeting Chat and Q&A

Some Topic Covered

- How to customize the gallery view for everyone so you can effectively do "round robin"
- Advanced polls with new question/answer types include short answers, match combinations, rank answers, and fill in the blank
- Central library of polls/quizzes
- Post meeting surveys
- Two-way chat and renaming with waiting room participants
- Sharing screen and audio across all breakout rooms
- Q&A feature in meetings
- Closed captioning



"Fantastic, thorough and engaging session!"

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