Updating Your Zoom Toolbox
A 90 Minute Workshop Delivered Virtually Via Zoom

FACILITATION FIRST

Workshop Overview

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 online meeting platform, but you may have struggled to keep up with the many new features launched.

If you are looking for 'insider' Zoom tips and tricks from a Facilitation Professional, this is the workshop for you! Learn how to lead more engaging, interactive and collaborative Zoom meetings with our favourite new Zoom features.

Workshop Outcomes:

You will leave with an understanding of when and how to best use the following:

- View (Video Layout) Options
- Accessibility & Diversity Features
- Breakout Rooms
- Polls (including recently launched capabilities)
- In-meeting Chat
- Share Sreen in Breakouts
- Zoom Desktop Client

Topics and Applications Covered:

- How to customize the gallery view for everyone so you can effectively do a "round robin"
- Advanced polls with new question/answer types including short answers, match combinations, rank answers and fill in the blank
- Post meeting surveys
- Two-way chat with waiting room participants
- Sharing screen across all breakout rooms to guide participants on next steps or tasks

Participant Requirements

- Have hosted a few Zoom meetings
- We assume you know (and don't go into depth on) how to schedule a meeting, manage participants (mute, stop video, lower hand, etc.), creating a basic poll, creating and opening breakout rooms and assigning co-host(s)
- Basic Zoom account with version 5.9.3 or higher
- A headset or 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).