

## Zoom workshop planning template:

Prepared by Bethan Winn 03.04.2020



Title:			
Date:		Time:	No. of participants
Lead facilitator		Support facilitator	
Objectives			
Outcomes			
Additional software / websites			
Pre-event set up / props required for host			
Pre-event info / props required for participants			
Info req. in advance			
Housekeeping notes			
Practice run notes			
Feedback form link / notes			

Time	Actions	Main Screen	Notes
-10mins	Allow people to join early and check tech issues	General participants grid	Check sound levels, camera, lighting, chat box use.
0 mins	Welcome.		
1 mins	Acknowledgement of country	Share screen: acknowledgement of country slide.	Mute participants.
3 mins	Set objectives and outcomes	Share screen: Objective and outcomes	
	Housekeeping	Share Housekeeping slide e.g. mute unless speaking, questions in chat box, no multitasking,	Prop: feather duster 😊 Allocate an order for feedback if required.
5 mins	Ice breaker	Participants grid	E.g. Everyone to write the last things that made them smile in the chat box. (note: longer session, longer icebreakers).
8 mins	Activity 1: Whole group brainstorm	Jamboard screen: Set goal for exercise and demonstrate how to create post-it notes	Share link in the comments. Allocate colour for notes to groups.
10 mins		Activity 1 Using jamboard – allow time for people to familiarise with the tools	Monitor activity and speed of responses.
20 mins	Discuss findings	Stay on jamboard screen. Ask people to raise hand to contribute.	



25 mins	Activity 2: Share background info and key questions	Share powerpoint slides	Monitor chat box for questions. Share link to google doc.
30 mins	Participants address the key questions in pairs in a chat room and record ideas in the google doc.	Screen share google doc for all to collaborate on.	Make sure everyone has the link in advance in email and in the chat box. Monitor for tech issues.
40 mins	Return to 'main room'. Review activity and findings from the google doc.	All viewing google doc. Annotate points as you go.	Can rearrange items as you go or do it after the fact and share later.
53 mins	Check in feelings: Ask everyone to share an emoji in the chat box for how their travelling.	Participants grid	Mac: hold down Control+Command+Space Bar Windows: Windows+Full Stop
55 mins	Thank yous, call to action, final comments, address outstanding general Q&As	Share closing slide	Highlight time for questions after official end.
60 mins	Official close		Stop recording?
+10 mins	Address specific Q&As, additional discussion or immediate feedback.		

### Top tips:

A second monitor or laptop is handy to keep tabs on your own screen as well as the participants view.

Asking a colleague as a “co-host” if you have a large group, to help manage questions and tech issues.

Put a post-it on your screen to remind yourself to record.

Zoom can send 1 day before and 1 hour before reminders to those registered in the system.

Keep introductions and welcomes short and jump in to content quickly to keep people engaged.

Mute participants on entry, so latecomers don't disrupt the flow.

Ask participants to pop questions in the chat box and review in 'chunks' or address specific questions after the main session.

For interactive sessions, encourage everyone to keep video on for engagement and building trust.

Encourage the participants not to multitask, and do the same for yourself, so close all unnecessary windows.

Shorter interactive sections go down well, as people have potentially more distractions at their desk.

Use the chat rooms for larger groups – big whole group discussions run slowly.

Avoid text heavy PowerPoint slides – images, key words, speaking in front of green screen are more engaging and less distracting.

Always record your presentation to your computer if for private use / later upload or to the cloud if sharing.

Build in comfort or stretch break, or build a movement activity in to your session.

hello@bethanwinn.com



Using the annotate / draw function when sharing a screen can draw attention to specific areas.

Use your body language: Smile, use gestures, “eye contact” with your camera, , body language, props, hand movements, use hands up – all the things you would normally use to engage your audience still apply.

Check what is visible on your screen: Earrings, jewellery, clothing (ensure colour doesn’t match the background if using a virtual background), wall hangings, props. What’s the impression you want to create?

Consider standing up if you are speaking without the need to interact for a section and if the camera(s) allow.

Always ask for feedback after the event with an online form, and it’s nice to offer to ‘hang back’ for a chat as you might usually do in person.

Finish with a ‘call to action’ for whatever you would like participants to do next.

Zoom can send follow up emails to attendees and a different one for those who were absent. A good chance to reiterate the call to action, ask for feedback or include the recording for those who missed it.