Welcome to our virtual waiting room!

While you wait for the session to start, please take time to:

1. Familiarize yourself with BlueJeans
2. Check your name- update first and last if incorrect
   ➢ 1 in the picture
3. Visit the chat window
   ➢ 2 in the picture
4. Visit the question & answers window
   ➢ 3 in the picture
Lunch with Leaders Livecast: The Five Secrets to Successful Virtual Meetings & Training

July 16, 2020

1 Nursing contact hour awarded. Penn Medicine Nursing is an approved provider of continuing nursing education by the Pennsylvania State Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation. Approval # 124-3-H-15. Click here to obtain your contact hours.
Actively participate to make this engaging! You have several opportunities:

- Respond to all polls using your phone.
- Ask the facilitator questions in the Q&A window unless directed otherwise.
- Share your experience, add a comment, or ask for clarification using the Chat feature. A moderator will monitor the chat.

Please note that the session will be recorded.
Today’s Agenda

‣ Welcome

‣ What is Lunch with Leaders?

‣ Today’s Objectives:
  • Understand what it takes to successfully facilitate a virtual meeting/training.
  • Share challenges.
  • Discuss tips and best practices.
  • Explore available resources.
Participate in Poll Everywhere

#1

#2 What emotions are you feeling today?
Lunch with Leaders Guests

Dr. Robert Vonderheide
Director of the Abramson Cancer Center

Jen Rader
Manager, Learning Solutions, PMA
What emotions are you feeling today?
Top 5 secrets to success

1. Determine the right type of virtual meeting/training.
2. Plan your agenda to maximize virtual setting.
3. Prepare for the virtual session.
4. Lights, camera, action!
5. Keep momentum alive. Follow up virtual actions.
Good Morning America

MORNING RUNDOWN

PHARMACIES OF THE FUTURE

USING DRONES TO DELIVER PRESCRIPTIONS TO PATIENTS

AND KANSAS CITY SAY IT'S TOO SOON TO REOPEN DESPITE WHAT GOVERNOR SAYS
Facilitator roles

- **Main facilitator** – presents material, runs session, interacts live with participants
- **Producer** - This could be one role or split into multiple:
  - **Content facilitator** – advances slides, writes on virtual white board, shows poll/quiz results
  - **Chat moderator** – monitors and responds to chat, relays questions to main facilitator
  - **Participant wrangler** – mutes participants if necessary, communicates 1:1 with learners, monitors breakouts

*Note: Larger groups benefit from additional moderators*
<table>
<thead>
<tr>
<th>Time</th>
<th>Duration</th>
<th>Topic</th>
<th>Facilitator / Role</th>
<th>Goals</th>
<th>Slides</th>
<th>Technology</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>35 min</td>
<td>Welcome</td>
<td>Debbie (Chat Moderator)</td>
<td>• Allow time to troubleshoot technical issues that arise&lt;br&gt;• Set the stage for interaction&lt;br&gt;• Teach participants about the technology</td>
<td>Welcome to Tools and Resources for Building a Feedback Rich Environment: Essentials</td>
<td>Chat Poll Everywhere (How are you)</td>
<td>Chat Moderator to post link: <a href="http://www.PollEv.com/pennmedicine918">www.PollEv.com/pennmedicine918</a></td>
</tr>
<tr>
<td>9:05</td>
<td>5 min</td>
<td>Welcome</td>
<td>Michelle (Main Facilitator)</td>
<td>• Convey session objectives&lt;br&gt;• Build rapport with participants</td>
<td>Session Objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:10</td>
<td>6 min</td>
<td>Behavioral Competencies</td>
<td>Michelle (Main Facilitator)&lt;br&gt;Caitlyn (Content Facilitator) – Video</td>
<td>• Illustrate difference between technical and behavioral competencies&lt;br&gt;• Explain why competency model was created</td>
<td>Competencies Provide a Foundation for Feedback</td>
<td>Screenshare for video</td>
<td>Content Facilitator to play video: Feedback MicroLearning</td>
</tr>
</tbody>
</table>
Prepare yourself and your household
Lights, Camera, Action!

- Bring your energy.
- Make introductions and take attendance.
- Establish norms.
- Review technology.
- Check in regularly.
- Look at the camera.
Top 5 secrets to success

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Resources

Visit the **Lead Strong site** with curated leadership articles, resources and tips

Check out our toolkits on:
- **Virtual training and meetings**
- **Leading a virtual team**
- **Leadership pathways**

Access LinkedIn Learning via KL
- **Teaching Online Synchronous Classes**
- **Learning to teach online**
- **Designing a Training Program: Setting Goals Objectives and Mediums**
Exit Poll Everywhere