

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

BlueJeans Participant Screen

Attendee View

(David Lee)

Entry banner alerts Attendee that nobody will be able to see or hear them.

Event title → Sales Kickoff

Speaker Volume →

Mute Speaker →

Full Screen →

Exit the event

Main (roster) view 1

Chat w/ everyone 2

Chat w/ Moderator

Questions & Answers 3

Expand side navigation (display Presenter roster)

Settings (choose which speaker to use)

Slider bar – drag to change the size of video and content

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.

Virtual Meeting Norms

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.

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.





> MORNING RUNDOWN

8:06 48°

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

abc NEWS

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



Time	Duration	Topic	Facilitator / Role	Goals	Slides	Technology	Links
8:30	35 min	Welcome	Debbie (Chat Moderator) Troubleshoot technical issues, monitor poll	<ul style="list-style-type: none"> • Allow time to troubleshoot technical issues that arise • Set the stage for interaction • Teach participants about the technology 	Welcome to Tools and Resources for Building a Feedback Rich Environment: Essentials	Chat Poll Everywhere (How are you)	Chat Moderator to post link: www.PollEv.com/pennmedicine918
9:05	5 min	Welcome Facilitator introduction Session Objectives	Michelle (Main Facilitator)	<ul style="list-style-type: none"> • Convey session objectives • Build rapport with participants 	Session Objectives		
9:10	6 min	Behavioral Competencies	Michelle (Main Facilitator) Caitlyn (Content Facilitator) – Video	<ul style="list-style-type: none"> • Illustrate difference between technical and behavioral competencies • Explain why competency model was created 	Competencies Provide a Foundation for Feedback	Screenshare for video	Content Facilitator to play video: Feedback MicroLearning

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.



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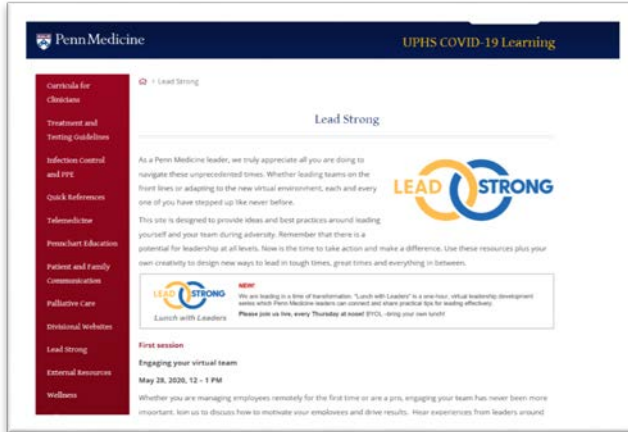
Lights, camera, action!

5>

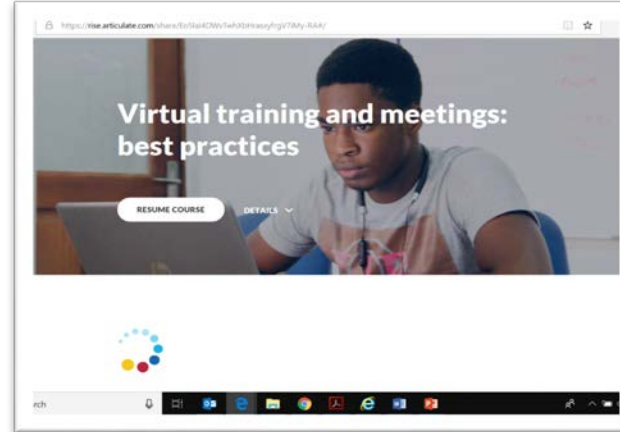
Keep momentum alive. Follow up virtual actions.



Resources

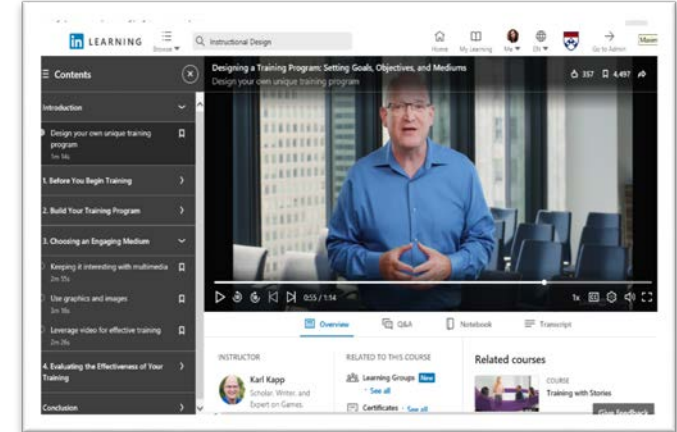


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- [Leading a virtual team](#)
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Exit Poll Everywhere

