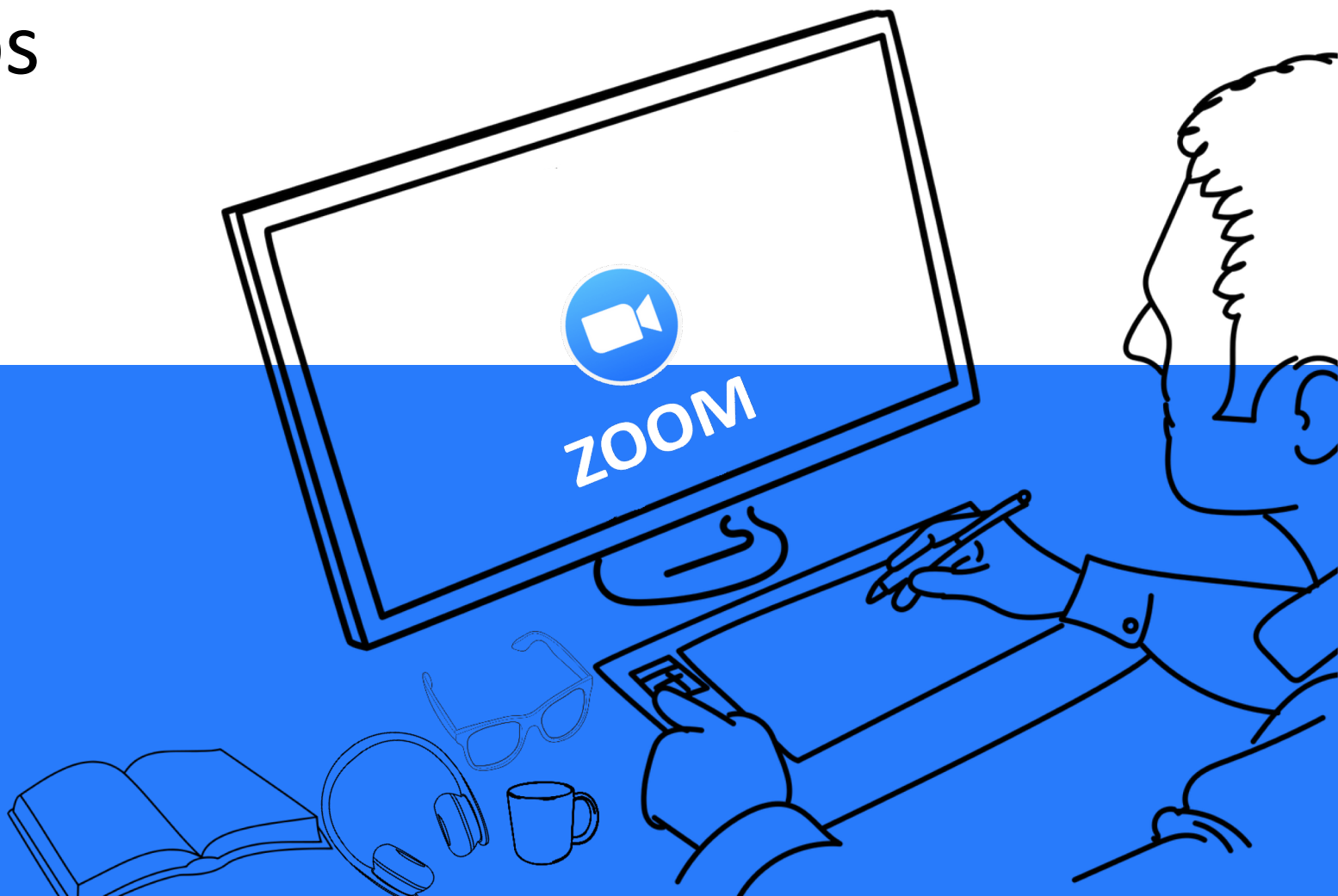


Guide to Online Facilitator-led Workshops



Welcome!

We warmly welcome you to our online facilitator-led workshops and want to make your learning experience as enjoyable as possible. We want to make it interesting, enriching and engaging. We will use several tools to facilitate the learning and we will provide you a quick orientation before the workshop. However, it is strongly advised for you to familiarise yourself with the basic functions of the video conferencing platform that we will use which is **Zoom**.

We will use the following software for the workshop:

Zoom

Google Jamboard

Google Slides

Mentimeter

In order to participate fully, you will require the following:

1. Laptop or desktop computer (Windows or Mac OS) equipped with webcam, microphone and speakers.
2. Mobile phone (Android or IOS system) or ipad
3. Course workbook and other course materials
4. Writing materials and paper
5. Headphones (optional)

The laptop or computer will be the main piece of equipment that you will use but there will be times where you will be required to use your laptop and your mobile phone or ipad simultaneously. Please ensure that you have sufficient power for the entire duration of the session or have the power charger handy.

The next few pages provide you a guide to Zoom. The rest of the tools are summarised at the end and are fairly straight forward to use.

Preparation for virtual workshop

- To make use of **Zoom**, you would need a computer, iPad or a smart phone like an iPhone or Android phone.
- The device should have a camera and speakers. You will use both throughout the workshop.

What is Zoom?

- **Zoom** is a video- and audio- conferencing and screen-sharing tool that allows participants to conference remotely at once.

How does Zoom work for online workshops?

- **Zoom** allows you to see the users in a chat face-to-face, on a phone, tablet, or computer.



FAQ on Zoom

Q. Should I access Zoom on my laptop or my mobile phone?

A. For this workshop, we strongly recommend accessing **Zoom** on a desktop or laptop for a more complete and pleasant learning experience. The sessions will last for about 3-3.5 hours and slides will be shared on the screen. You also may not be able to use some of the tools available on **Zoom** that will be required during the workshop. Furthermore, there are activities that will require you to use both your computer and mobile phone together for the best experience.

Q. Should I access Zoom online or install the Zoom Desktop client?

A. You can join the workshop via Zoom online. However, you will have limited functionalities. You are encouraged to download and install the Zoom Desktop client. This will enable you to participate fully and use some of the tools available on **Zoom** that will be required during the workshop.

FAQ on Zoom

Q. How do I join the workshop on Zoom?

A. Your workshop will begin promptly at the stipulated time so please buffer in 15-20 min before the start of the session to prepare and set up so that everyone can start and end on time.

Please click on the link which we have sent via email which includes a meeting ID (eg, 123 456 789) and a meeting password (eg. 9876 5432).

OR

Please open a web browser (Google Chrome is recommended) on your desktop / laptop, go to <https://zoom.us/join> and key in the meeting ID (eg, 123 456 789) and the meeting password (eg 9876 5432).

Once you are in, check that you can access both the audio and video functions. You may be prompted to download the **Zoom** desktop client / plugins the first time you use it.

Q. Who do I contact if I have technical problems joining the online workshop?

A. Please call Sarah at 6727 4700 or 9764 2313. Alternatively, you may call your appointed support representative from your organisation.

You visit <https://support.zoom.us> for additional information about Zoom features and functionality.

If you have any other questions, please email info@erevnaleadership.com

Virtual Workshop Etiquette

Do's and Don'ts Checklist



The Do's

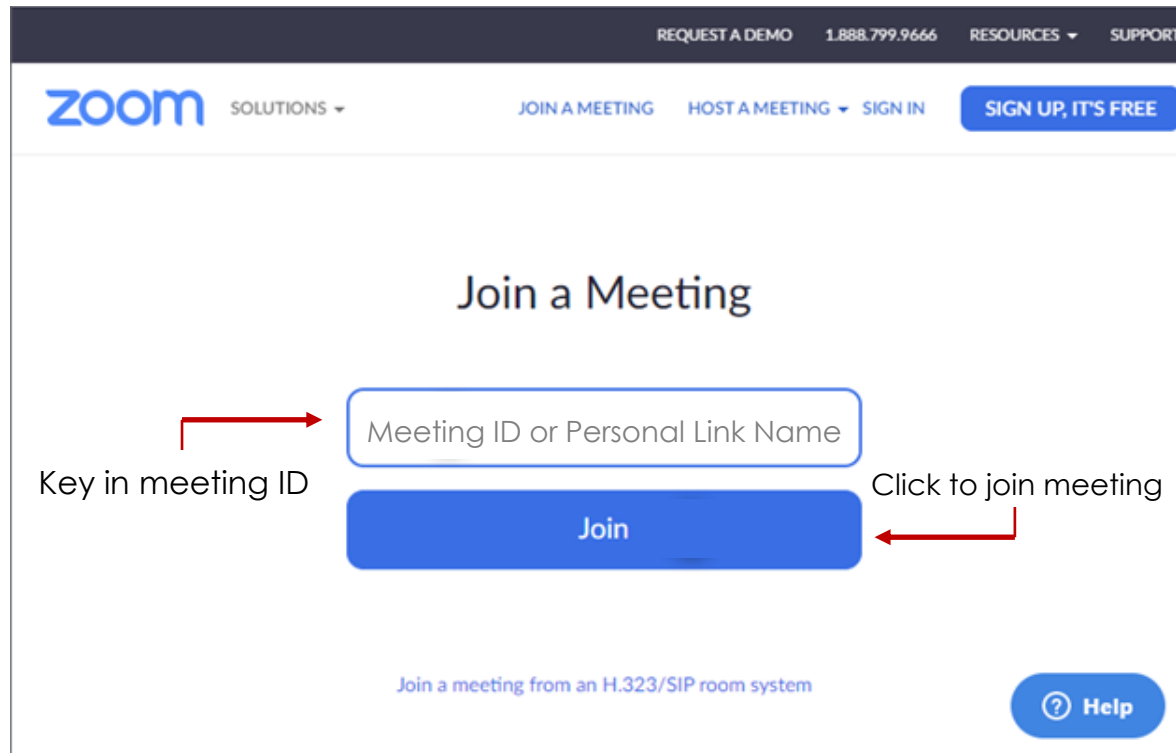
- ☒ Be on time
- ☒ Dressed in smart casual attire
- ☒ Come prepared
- ☒ Minimise background noise
- ☒ Bring writing materials
- ☒ Mute mic when not speaking
- ☒ Leave video on throughout
- ☒ Participate fully



The Don'ts

- ☒ Do not sit too far from the camera
- ☒ Do not multitask during the session
- ☒ Do not have any extra tabs or programmes open
- ☒ Do not interrupt when another participant is speaking

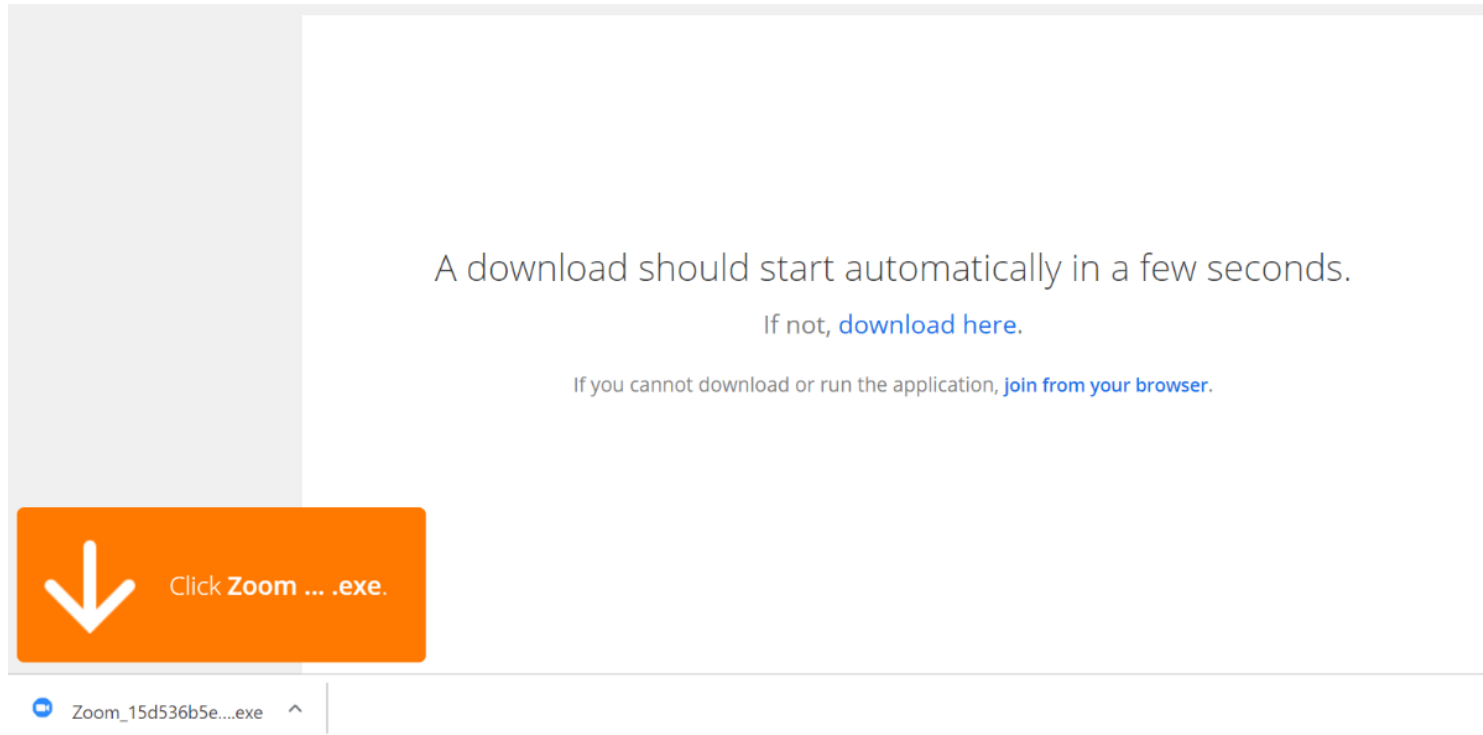
Getting Started in Zoom



The image shows the Zoom website's 'Join a Meeting' page. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this is a white header with the Zoom logo, 'SOLUTIONS', and links for 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a 'SIGN UP, IT'S FREE' button. The main content area is titled 'Join a Meeting' and features a text input field labeled 'Meeting ID or Personal Link Name'. A red arrow points from the text 'Key in meeting ID' to this input field. Below the input field is a large blue 'Join' button. A red arrow points from the text 'Click to join meeting' to this button. At the bottom of the page, there is a link 'Join a meeting from an H.323/SIP room system' and a blue 'Help' button with a question mark icon.

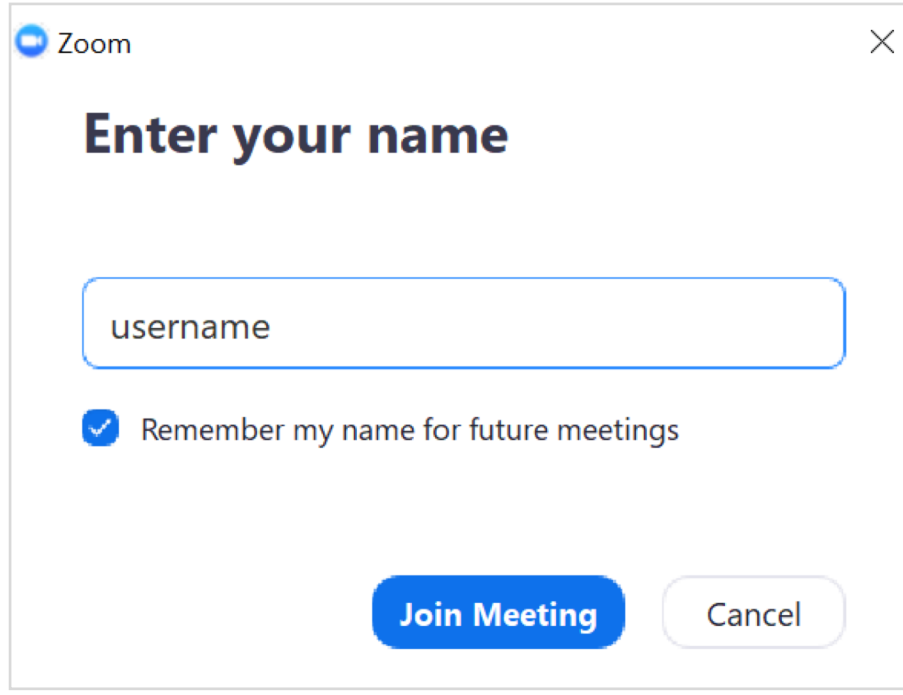
Participants will need a meeting password to join the workshop. This password is provided by email to you together with the meeting ID. You will then be admitted into a waiting room until the meeting host admits you in the meeting.

Getting Started in Zoom



You will be asked to “run” an installation of the client. Click on it

Getting Started in Zoom

A screenshot of the Zoom 'Enter your name' dialog box. The window has a title bar with the Zoom logo and a close button. The main heading is 'Enter your name'. Below it is a text input field containing the placeholder text 'username'. Under the input field is a checked checkbox with the label 'Remember my name for future meetings'. At the bottom are two buttons: 'Join Meeting' (blue) and 'Cancel' (grey).

Zoom

Enter your name

username

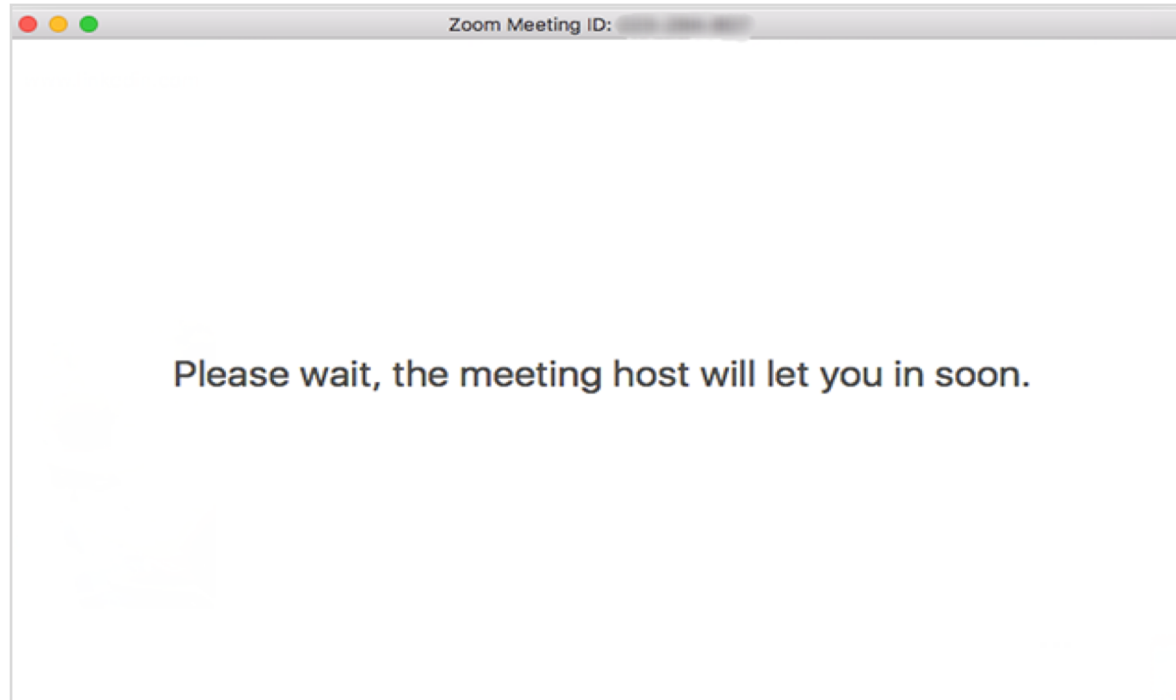
☒ Remember my name for future meetings

Join Meeting Cancel



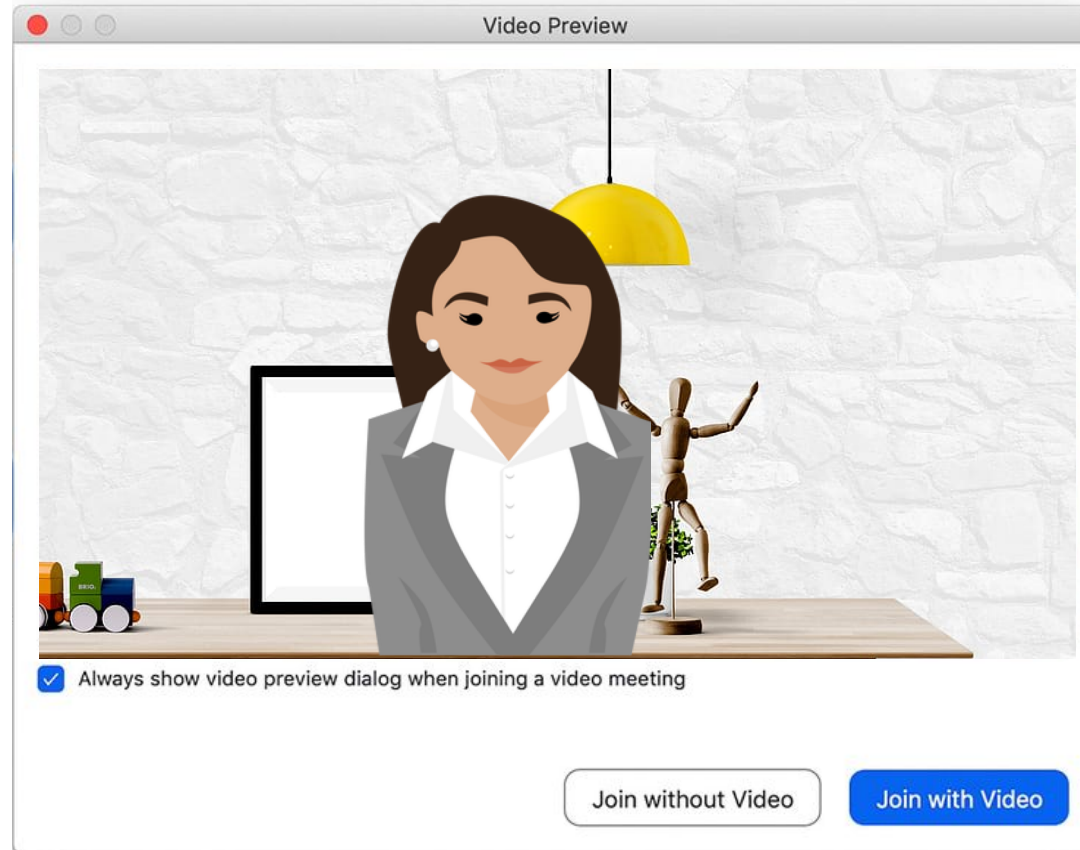
Key in your serial number, followed by your name and your organisation/department in brackets. Example: 12 Alice (AIA, Accounts.) You may omit organisation if everyone on the course is from the same organisation.

Getting Started in Zoom



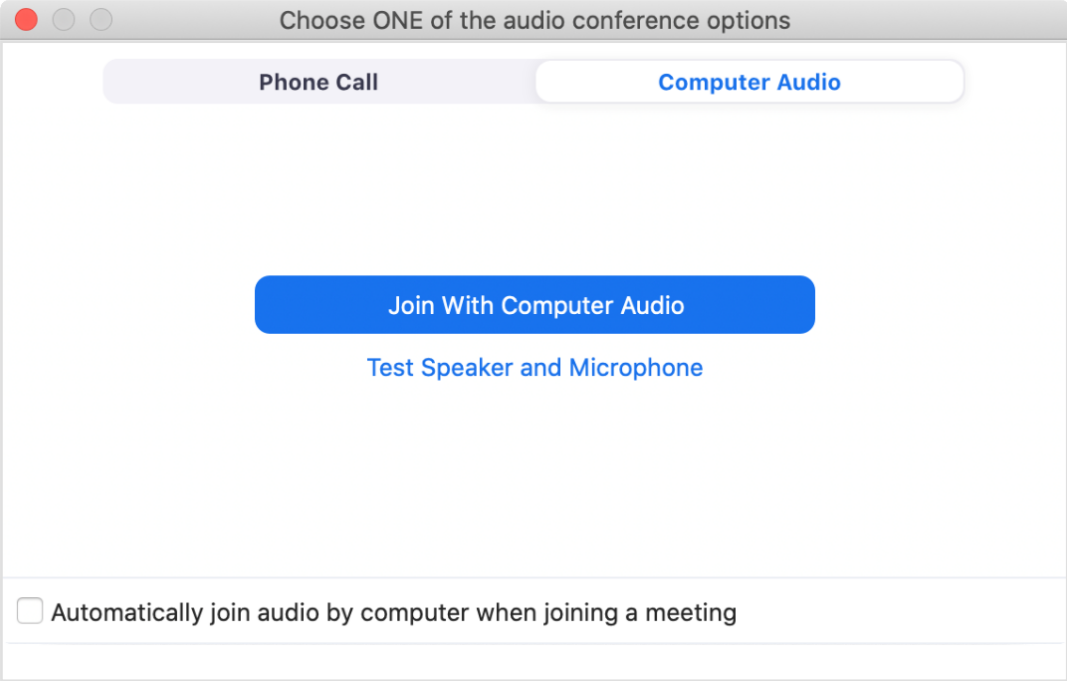
A pop-up will appear while your meeting host loads.

Getting Started in Zoom



Please join with video on

Getting Started in Zoom



The image shows a screenshot of a Zoom window titled "Choose ONE of the audio conference options". It features two tabs: "Phone Call" and "Computer Audio", with "Computer Audio" being the active tab. In the center, there is a large blue button labeled "Join With Computer Audio" and a link below it that says "Test Speaker and Microphone". At the bottom, there is a checkbox labeled "Automatically join audio by computer when joining a meeting", which is currently unchecked.



Please join with computer audio on

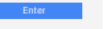
Supplementary Tools

Jamboard – Bring learning to life...

BRAINSTORM WITH STICKY NOTES



Brainstorm ideas and organize information with different colored sticky notes.

- 1 Go to the toolbar on the left.
- 2 Select the sticky note tool. 
- 3 Choose sticky note color. 
- 4 Type note. 
- 5 Tap Enter. 



Pro Tip

Edit:
Double tap a sticky note to edit.

Insert Text:

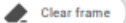
1. Tap with two fingers to select a handwriting recognition text object.
2. Drag and drop into sticky note.

Insert blank sticky note:

1. Go to the toolbar on the left
2. Select the sticky note tool. 
3. Tap the blank sticky note with two fingers and drag it onto the frame.

Pro Tip

Clear entire frame:

1. Tap the eraser tool. 
2. Tap **Clear frame** at the bottom. 



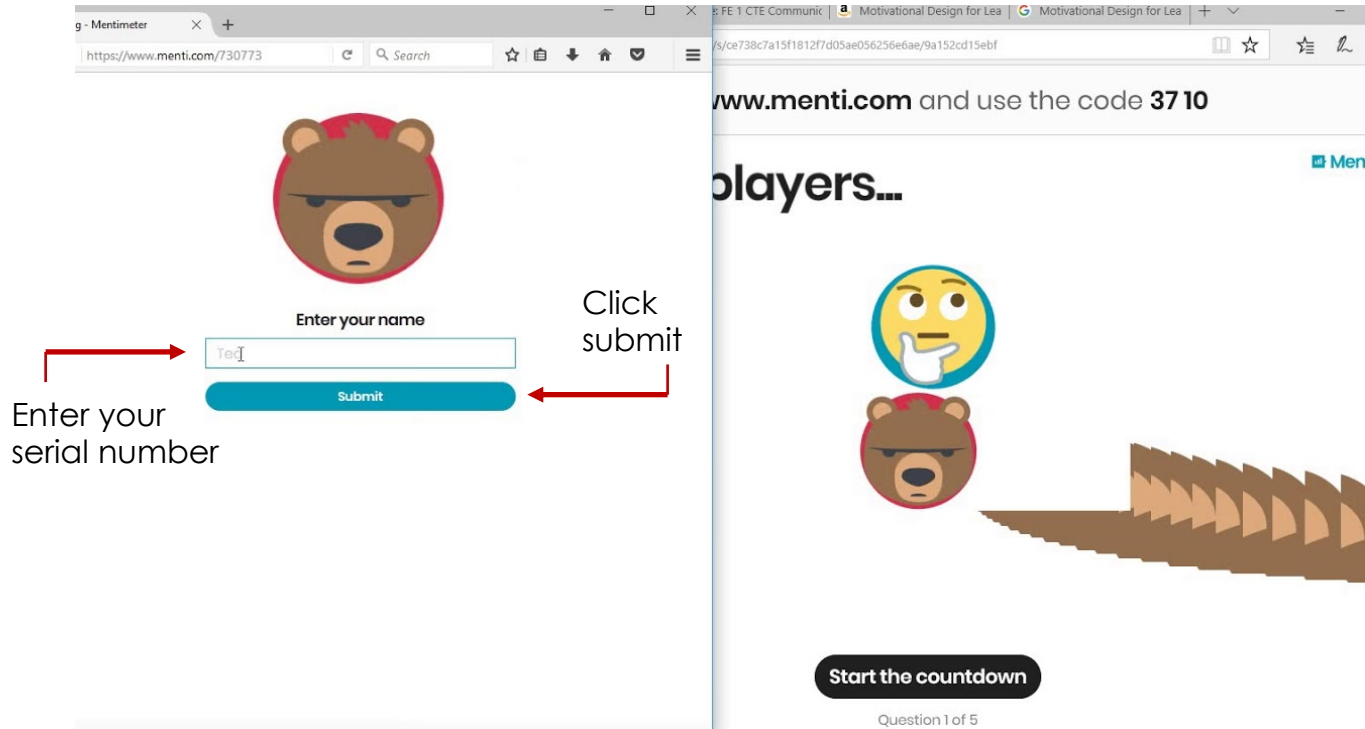
Easily select different pens and colors to bring life into your Jam. Never worry about lost or dried out markers.

Jamboard can be used to foster in depth thinking and discussion about a topic in preparation for a greater group discussion. It replaces the flip-chart in the workshop.

Participants can join a Jamboard by copying the link sent by the facilitator into a web browser. They can simultaneously participate by using a sticky note to type an answer, comment or question. Then every participant's response can be easily and brightly displayed on one page.

Mentimeter - Quizzes

- Make learning fun and effective
- Energise and engage participants



Mentimeter Quiz Competition lets participants compete against each other to bring out the competitive spirit and create a fun experience!

- Answer fast to get more points

