



Hillstock
& Associates, LLC

GOING VIRTUAL?

Tips, Tools, and Tricks for Success

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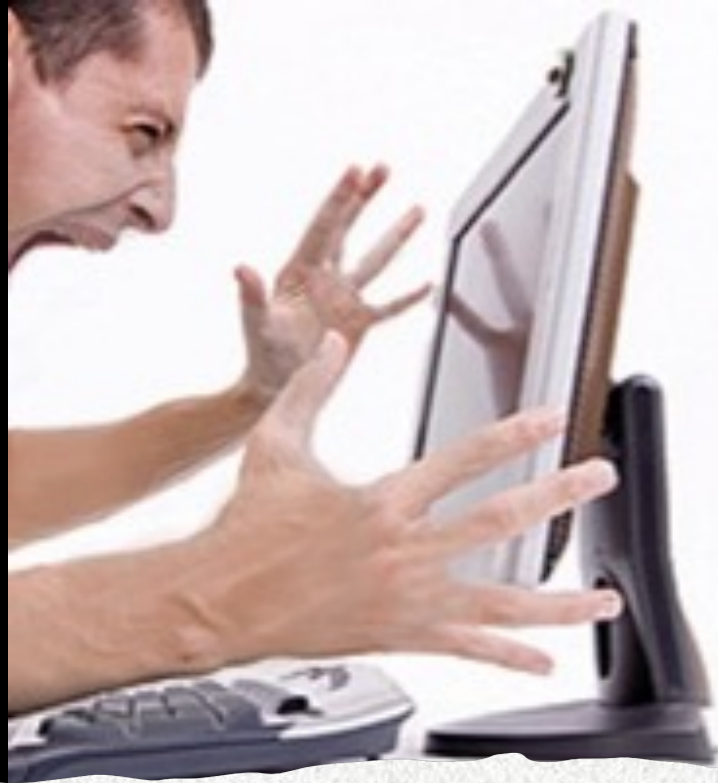
AGENDA

- ✓ Housekeeping Matters
- 4 Key Areas to Consider
 - Virtual Activities (including events)
 - Transitioning Content
 - Technology Overload
 - Decision Making
- Wrap Up/Closing



Have Fun





- Stressed About Going Virtual?
- Want Better Quality Online Experience?
- Tired of Replacing Technology?
- Need to Make More Informed Strategic Decisions?

Virtual Activities

- Common Platforms
- Considerations
 - Before the Session
 - During the Session
 - After the Session
- Avoid Disruption





Poll

Common Platforms

- Free Versions
- Built-In Security Features
- Private and Group Chat
- Audio & Video
- Screen-Sharing
- File Sharing
- Email/Calendar Integration



Microsoft Teams vs ZOOM*

- Pricing
- Capacity
- Video Quality
- Conferencing Features
- Support
- Security

Three Main Parts

Prior to each session

- Plan
- Preset
- Practice

During each session

- Etiquette
- Audience Engagement

After each session

- Recording
- Feedback Survey

PLAN: Key Questions

- What is the purpose of your session?
- When will your session take place and for how long?
- Who is your audience?
- How will your audience access the session?
- Do you have an authentic connection and positive rapport with your co-facilitator?
- Do you intend to share your screen?
- How will you interact with your audience?

PRESET: Quick Tips

- Set Up the **PHYSICAL** Space
 - Minimize background noise
 - Declutter desk or work area
 - Check your background and appearance



Set Up ZOOM Virtual Backgrounds

Settings

General

Video

Audio

Share Screen

Chat

Background & Filters

Recording

Profile

Statistics

Keyboard Shortcuts

Accessibility



Virtual Backgrounds

Video Filters



I have a green screen

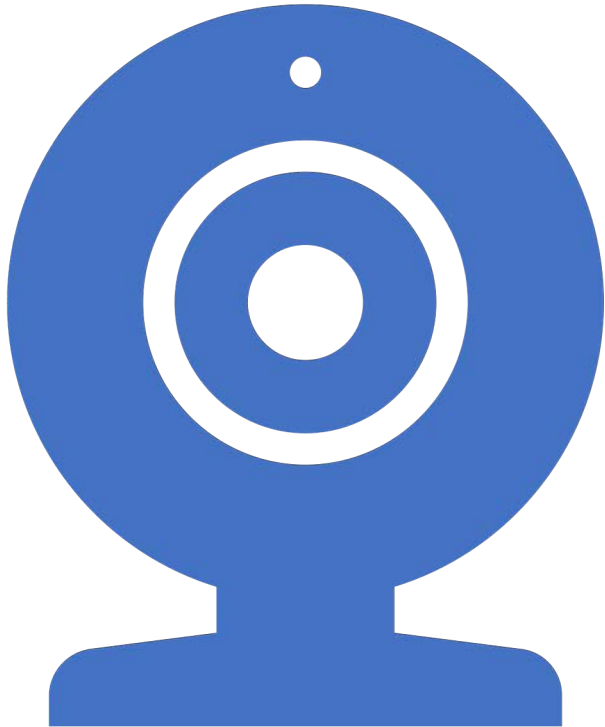
Mirror my video

[Studio Effects \(Beta\)](#)

PRESET: Quick Tips

- **Test** Equipment and Background
 - Test webcam and audio
 - Declutter computer desktop
 - Check lighting
 - Consider using a virtual background

PRESET: Quick Tips (cont.)



- Set up the VIRTUAL space
 - Enable waiting room **OR** Require a password
 - Set host video and participant video to “off”
 - Allow for telephone and computer audio
 - Do NOT allow attendees to join before host
 - Do MUTE participants upon entry
 - Other presets (if applicable)
 - Record meeting automatically
 - Setup Breakout Rooms
 - Setup Polling

Consider preparing a script



**PRESET: Quick
Tips (cont.)**

PRACTICE: Quick Tips

- Connect with a friend to test
 - Audio
 - Webcam video
 - Eye-Contact
 - Screen share*
 - Multimedia*
 - Collaboration features
 - Timing

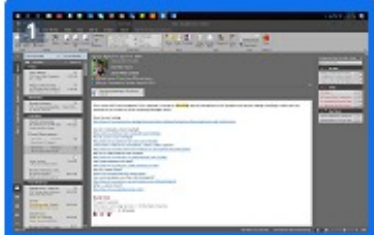


Select a window or an application that you want to share

Basic

Advanced

Files



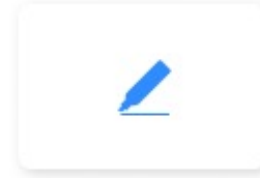
Screen 1



Screen 2



Screen 3



Whiteboard



iPhone/iPad



ZoomFAQpart1_Meg [Re...



Inbox - dkooi@fsu.edu - ...



Desktop Client Calendar ...



Sticky Notes

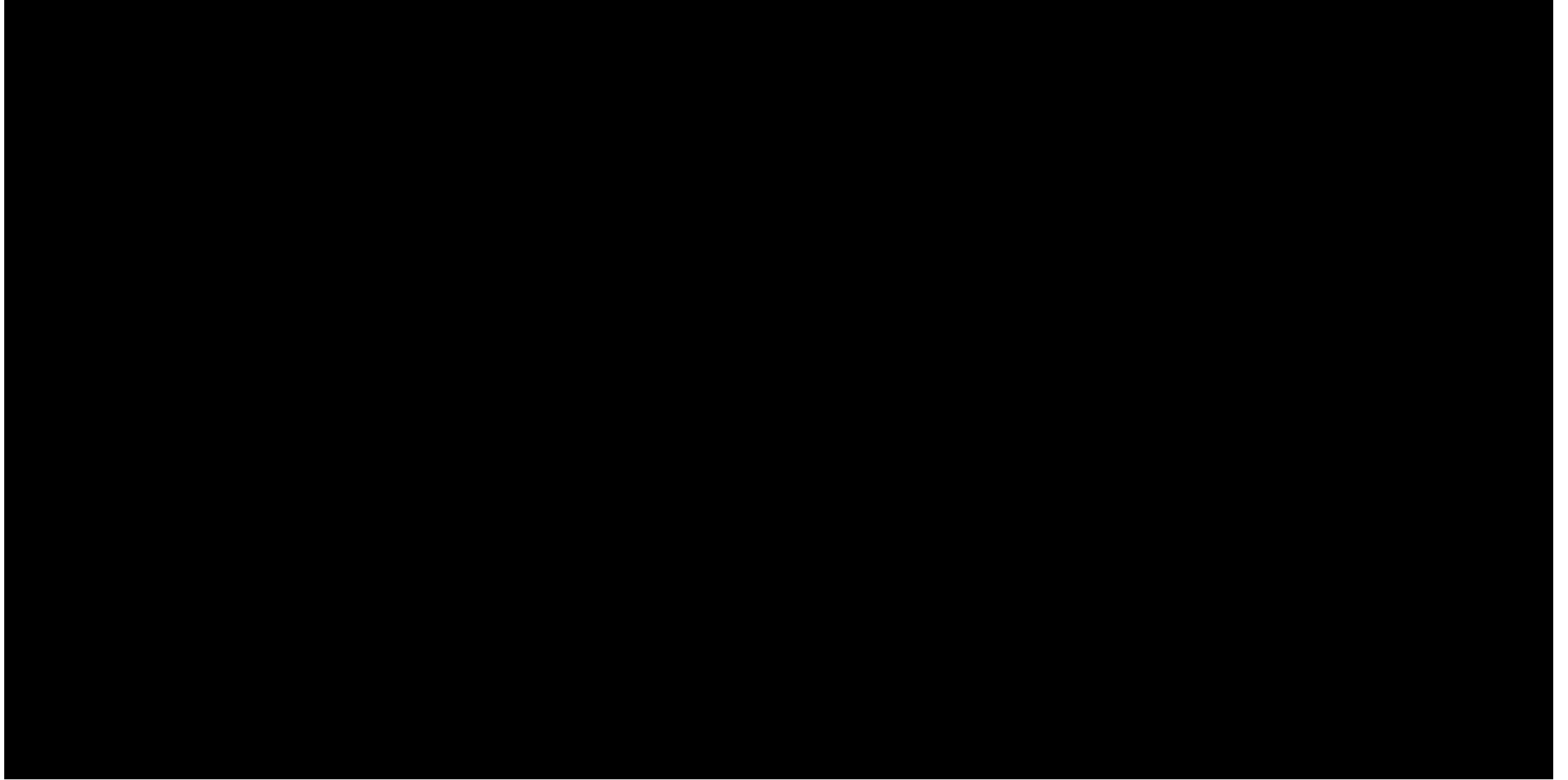


Share computer sound

Optimize for full screen video clip

Share

Sharing Options



PRACTICE: Quick Tips

- Connect with a friend to test
 - Audio
 - Webcam video
 - Eye-Contact
 - Screen share
 - Multimedia
 - Collaboration features
 - Timing



During the Session

TOOLS, TIPS AND TRICKS FOR SUCCESS

Etiquette



- Log in EARLY
- Maintain Eye Contact
- Dress Appropriately



Dress Appropriately

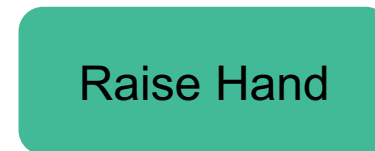
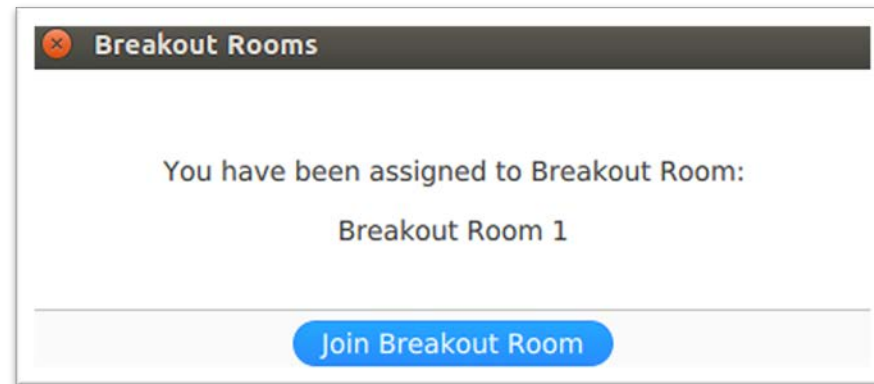
GOOD
MORNING
AMERICA

MORNING RUNDOWN

Audience Engagement

- Tools

- Raise Hands
- Audio
- Chat
- Polling
- Breakout Rooms*



During the Session: Audience Engagement

• Tips

- Enjoy small talk before the session
- Give people things to do
- Ask participants to share their thoughts
- Integrate a “7th inning stretch”*
- Bring ENERGY
- Have fun



Employee Engagement & Team Building

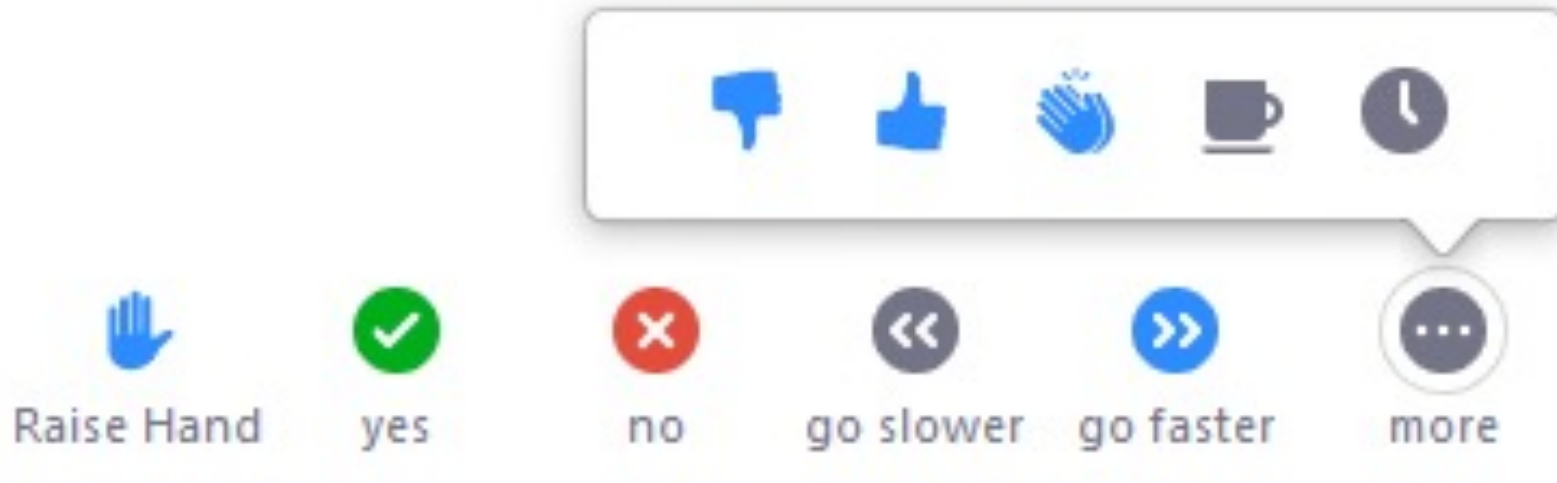
- Virtual Ice Breakers
- People Bingo
- Jeopardy
- Virtual Escape Rooms
- 60sec Dance Party



Meeting Management Tips



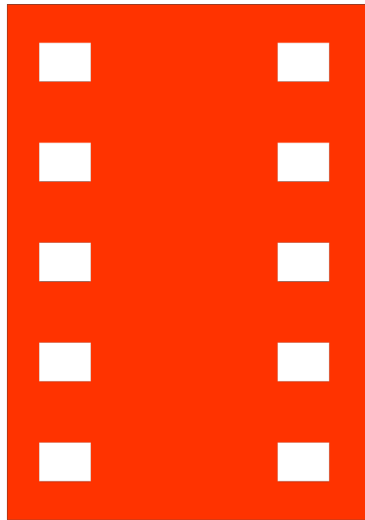
- Use a webcam cover as needed
- Encourage interaction (non-verbal and verbal)



After the Session

TOOLS, TIPS AND TRICKS FOR SUCCESS

After the Session:



Recordings



Survey

Survey Options

How was your meeting experience?



Good



Bad

Survey Options



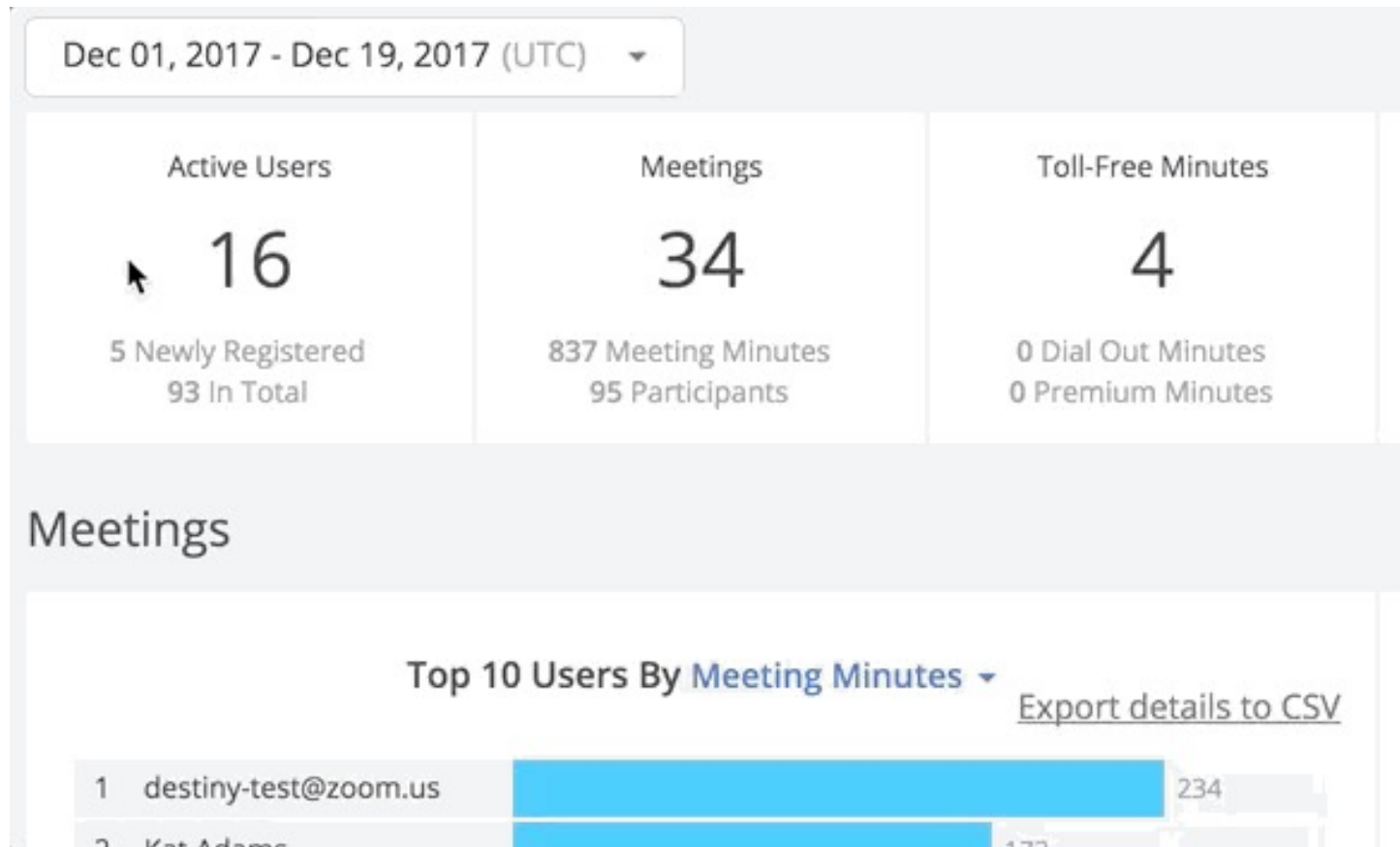
What went wrong?

- I could not hear others
- I could not see others
- Others could not hear me
- Others could not see me
- Poor audio quality
- Poor video quality

Additional comments

Submit

Survey Options

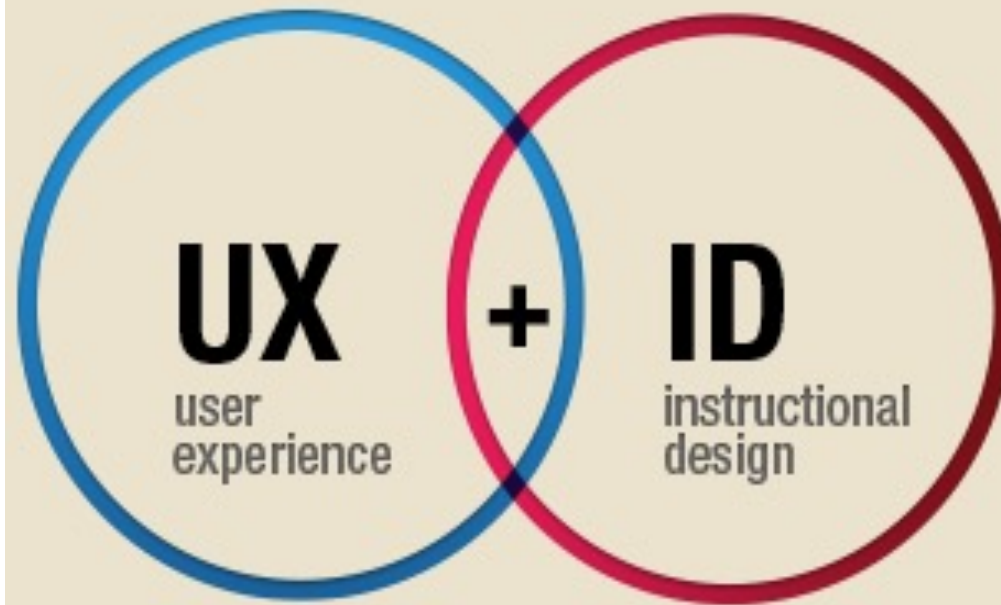




Virtual Activity Support

- Conferences/Meetings/Events
- Facilitator Prep
- Planning
- Hosting/Administration

Transitioning Content



**Learner
= Experience
Design**

Key Questions

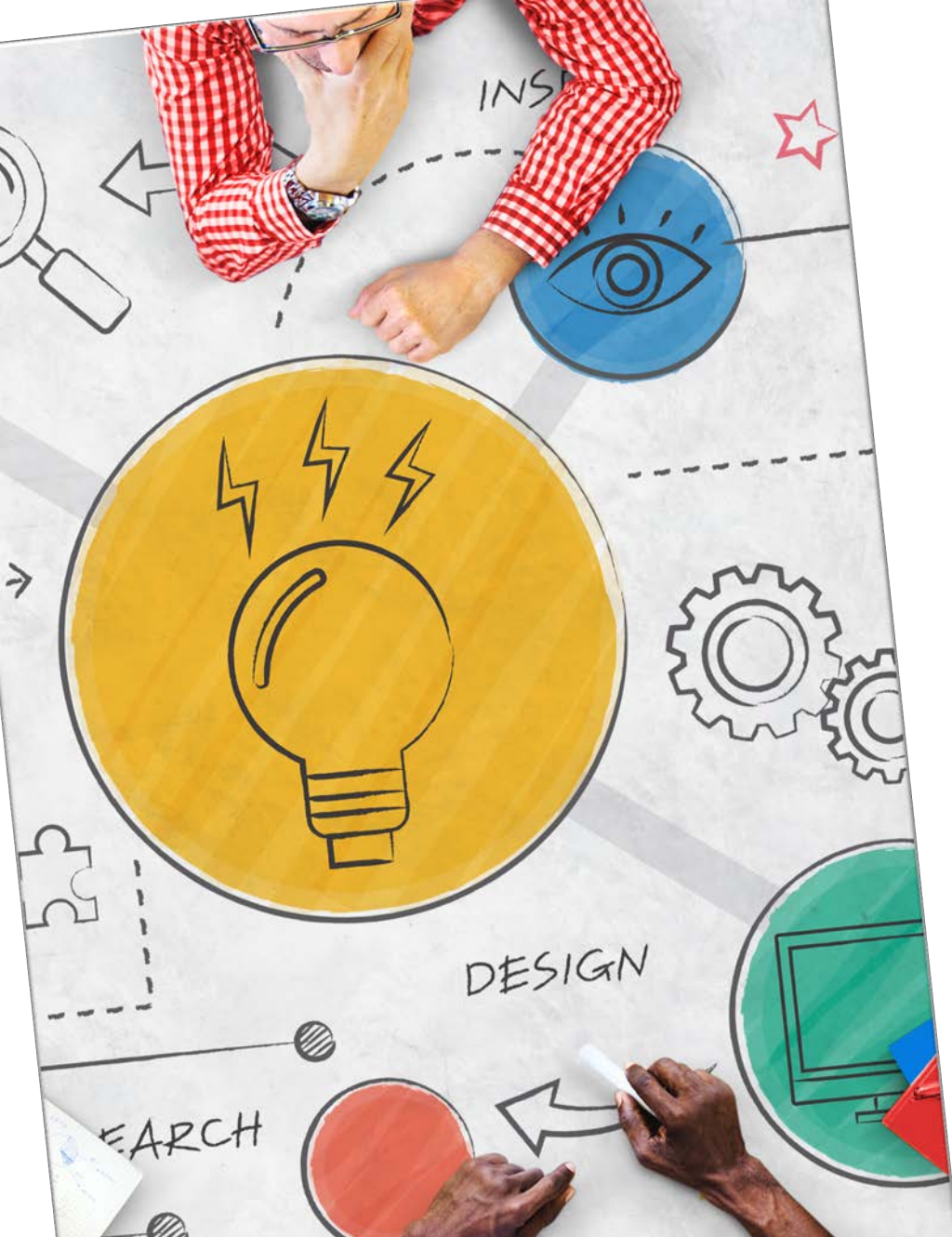
- Who are your learners?
- What knowledge, skills, and experiences do they bring with them?
- What knowledge, skills, and experiences should they gain from training?





Key Questions

- What kind of experience makes them want to learn?
- What kind of experience helps them achieve their goals?
- How do you design such an experience



Transitioning Content

- User Experience
- Instructional Design
- Guidelines, Procedure, & Related Policy
- Faculty/Facilitator Development
- Learner Training
- Assessment: Continuous Review Cycle

A hand is shown holding a smartphone that is glowing with a bright yellow light. The background is filled with various colorful letters and symbols, including 'H', 'I', 'G', 'D', 'L', 'O', 'M', 'O', 'M', 'G', 'A', 'R', 'P', 'Z', 'N', 'C', 'I', 'E', 'S', 'E', 'S', 'P', 'A', 'C', 'E', 'C', 'O', 'M', and 'space.com'. The overall scene suggests a digital or technological theme.

Technology Overload

Considerations

- How has your typical day changed?
- What are the pain points?
- What's written down?
- Do you really need an LMS?





Technology Review

Needs Assessment: Current and Future State

- Need, Time, Money, Customizations, Scalability, Adaptability, Transitional Phases, and Training

Technology Selection



eLearning Leadership Development

- 1:1 Coaching
- Mentorship
- Strategic Planning
- Organizational Structure
- Financial Modeling
- Policy/Guidelines
- Engagement

Going Virtual?

Let Us Help

We help organizations transition to an online environment in a quality and sustainable way.





Questions?



Hillstock

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Your eLearning & Development Strategic Partner

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