Facilitating Engaging Virtual Connections:

I.   Identify what your goal is for this particular virtual connection:
- ☐ Getting to know each other & introductions
- ☐ Disseminating information about what is to come or important tidbits of knowledge
- ☐ Hosting an activity for fun
- ☐ Requesting an action from participants that has deadlines or timelines
- ☐ Other?

II. Once you identify your goal for this particular virtual connection:
- ☐ Create a script/agenda/outline
- ☐ Jot down important talking points for this connection that you want to make sure you don't forget
- ☐ Set out a plan for how you will spend the time. It's important to be mindful that folks are juggling multiple things right now and time is very valuable.
- ☐ Practice ahead of time so you are familiar with what you will be doing.
- ☐ Make sure your space, language, dress are appropriate for the meeting (see training module on setting boundaries)
- ☐ Be sure to test your equipment ahead of time to try to avoid glitches

III. Facilitating the actual virtual connection/meeting:
- ☐ Start the meeting on time and end-on-time
- ☐ Start w/ quick introductions, especially the first few times when folks are just getting to know each other
- ☐ *Keep in Mind:* Check-ins and introductions can take up a lot of time so be mindful of the type of check-in you're asking folks to participate in
- ☐ Refer back to the script/outline you wrote up for this connection. It's easy to get distracted and off track
- ☐ Plan to stay after the meeting for a few minutes in case anyone needs to ask individual questions, or needs to schedule additional time to talk
- ☐ Before the meeting is over, be sure to remind folks about the next meeting day/time
- ☐ To close out, thank everyone for participating, provide reminders, and officially end the meeting. This gives folks permission to log off.

IV. Additional Tips:
- Having a designated moderator/ co-facilitator helps to keep track of chat comments, questions, time, and take notes
- As you start the virtual meeting: be sure to highlight "rules" for participating in the meeting
- <u>For example:</u>
  - Have folks use the "chat box" option to avoid interrupting folks
  - Use the emoji's to reflect emotion
  - "Raise your hand option" is great when folks have questions
  - Start the meeting with everyone "muted"
  - Set your security settings to avoid "uninvited guests"
  - Be mindful of time and let folks know when there is only 10 minutes left before the meeting is over.
  - Monitor time as it's easy to go over on virtual connections

V. Tons of different ways to engage folks (See addtl. techniques)
- Virtual "high fives"
- "Where's Waldo"
- Scavenger Hunt
- Would You Rather
- Play music at the beginning (get appropriate song suggestions)
- Many others that your team will go over! 😊

Special mention that some of these tips have been adapted from Dr. Amy Climer
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