

Facilitating Virtual Brown Bags

Los Rios Community College District Remote Training Guide

Preparing for Your Virtual Training Session

1. LRCCD Will Schedule Your Training

Los Rios Training & Professional Development will schedule your session through ZOOM and track participant registration. As a facilitator, you and your team will be added to the meeting as a Co-Hosts.

2. Create Your Agenda

Prepare a clear agenda and set of expectations for your session.

3. Check-in & Run-through

Before your first Virtual Training Session, the Training team will join you in a trial run for your session. This check-in will:

- Familiarize you with Zoom and prepare for your upcoming training
- Review your agenda
- Determine logistics to match the tone and desired objectives

4. Prepare Materials & Resources

Send any supplemental material for your training to the LRCCD Training Team on the Friday prior to your training. These materials will be distributed to participants and uploaded on the Training website the week of the meeting.

Ground Rules for Facilitating Virtual Trainings

• *Set an agenda for your session.*

Your agenda should have a clear beginning, middle, and end with talking points that will keep your hour-long session on track.

• *Establish your session guidelines.*

Use your session topic to determine the tone of your meeting. Set the standards for audience participation for your session at the beginning of the meeting. Expectations to address may include:

- Virtual community guidelines (tone, maintaining respect for others)
- When to participate (when prompted, anytime, at the end)
- How to participate (Raise Hand, Chat, or Emote features)

• *Engage your audience.*

Find opportunities to ask questions and get your audience involved. Employees may be feeling isolated during this time and your training could be one of the opportunities they have to help them feel connected and cared for.

- Consider using the chat for audience questions by assigning a moderator on your team. This will allow you to focus on your presentation while the moderator can manage asking questions from participants.