OFFICE OF PROBATION AND CORRECTIONAL ALTERNATIVES PRESENTS LUNCH & LEARN

Virtual Meetings

October 14, 2020
• Welcome

• Introductions
Learning Objectives

• Review examples of common meetings for community corrections programs and popular audio/video platforms

• More familiar with techniques for setting up and hosting virtual meetings

• Identify one or more ice breakers to use for a virtual meeting
Examples of Meetings

- Bi-Monthly Meetings
- Case Conferences
- Administrative Meetings
- CBI/RSW Delivery
- Team/Unit Meetings
Popular Video/Audio Platforms

- WebEx
- Zoom
- Skype
- GoToMeeting
- Lifesize Go App
- Microsoft Teams
- G-Suite
- Adobe Connect
- RingCentral

Platforms for Small Groups

- Facetime
- Google Hangout
- Google Duo
- Viber
- Signal
- WhatsApp
- Facebook Messenger & Group Chat
- YouTube
Virtual Meeting Preparation

- Meeting Settings
- Email Invites
- Registration
- Agenda & Materials
- Alternate Hosts & Roles
Effectively Start & Host a Virtual Meeting

- Test technology ahead of time!
- Allow a “small talk” before the start of the meeting
- Welcome screen
- Stick to meeting basics
- Share Screen/Files
- Breathe!
- Questions/Feedback
Add Variety to a Virtual Meeting

- Participation
  - Call on them directly and unmute
  - Raise the virtual Hand
  - Chat feature
- Ice Beakers
- Polls
Troubleshooting Tips

• Remain calm and patient
  • It happens!
• Use humor
• Remember you are not alone
Voices from the Field
Presented By:

- Randi Rothschild, Senior Director of Court Advocacy & Community Outreach, The Fortune Society
- Marlene Klock, Onondaga County Re-Entry Task Force Coordinator
- Barbara Lambros, Westchester County Re-Entry Task Force Coordinator
Additional Trainings

• Zoom Help Center
• WebEx Help Center
• YouTube
QUESTIONS ?

Thank you
Contact Information

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