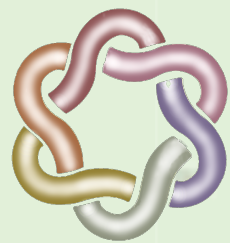


Building Community Using Virtual Tools



Cooperation Works!

THE COOPERATIVE DEVELOPMENT NETWORK

Presented for the 2022 National Home Care Conference

Alex Stone

CooperationWorks!

Let Us Know Who's Here!

Enter your name, organization, pronouns, and where you're
located in the chat!

Agenda

- **0:00:** Welcome!
- **0:03:** Agenda and Check-in
- **0:10:** Let's Zoom-ba!

- **0:18:** Set the Table
- **0:30:** Participation
- **0:35:** Group Work
- **0:43:** Report Backs

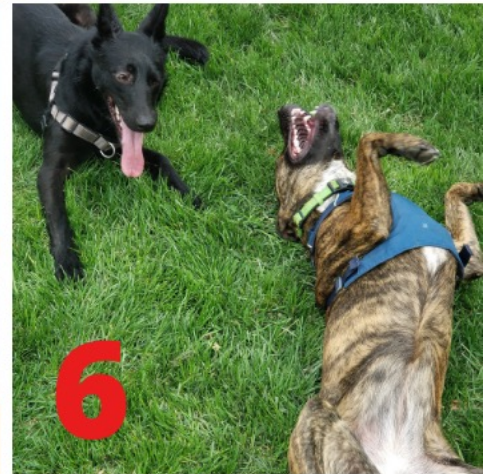
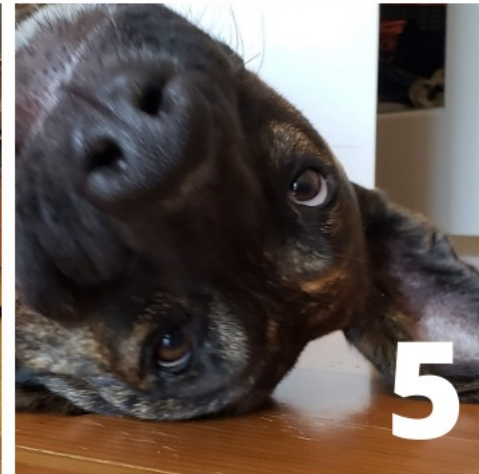
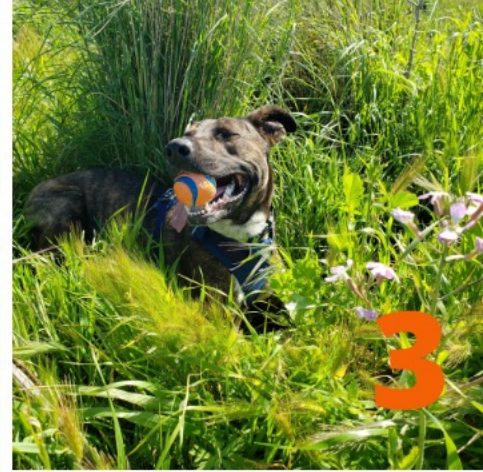
Goals

- Understand the basics of Zoom, including security and interactive features
- Leverage digital tools to include meaningful participation and include more learning styles
- Understand how the goals of an online meeting inform the approach to building community
- Cultivate positive dynamics that enable everyone to participate
- Inspire creative approaches to your next online meeting!

Check-ins

Which Rita Describes
How You're Feeling Today?

- Enter your Rita Number™ in the chat box!
- If you feel comfy sharing, let us know why.





Sticky Notes

Who's In the Room?

Poll



Let's ZoomBa (Zoom, the Basics)

Video and Mic Functions

- On/off
- Hide Self-view
- Renaming
- Spotlight

Interactive Functions

- Chat
- Handraising
- Reactions
- Breakouts
- Screensharing
- Backgrounds & Frames
- Immersive Views



Security

- Waiting Rooms
- Enabling/Disabling Features
- Choosing Co-hosts

Accessibility

- Recording
- Interpretation
- Closed Captioning



Set Your Table

Purpose – What Kind of Meeting?

- Decision-making
- Team-building
- Educational

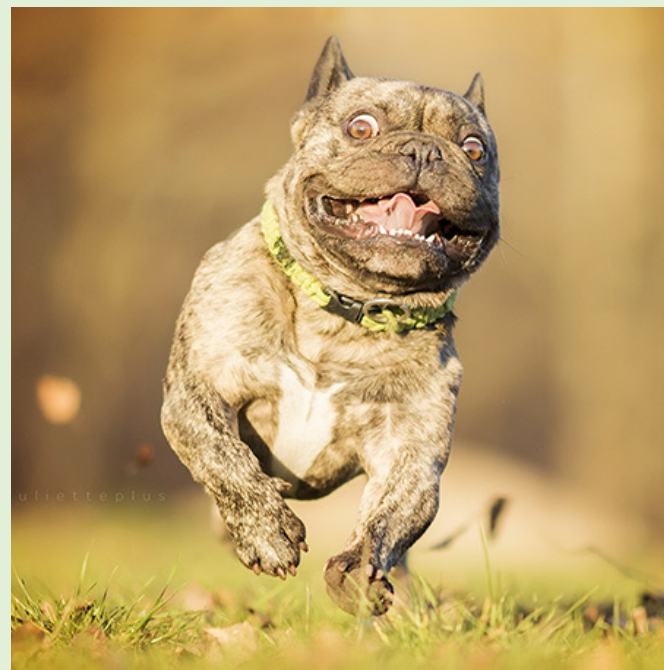
Preparation – Needs of Attendees

- Agenda and Materials
- Language and Accessibility
- Technology – hardware, software, internet

Participation – Shift the Power Dynamics

- Check-ins & Community Agreements
- Multiple Modes
- Learning Styles

Navigating the **ZOOMIES** in a WFH World



Create a Comfortable Space

- Welcome Activity
 - Introduce themselves via chat
 - Write a reflection
- Make sure they have needed materials
- Be mindful of meeting length

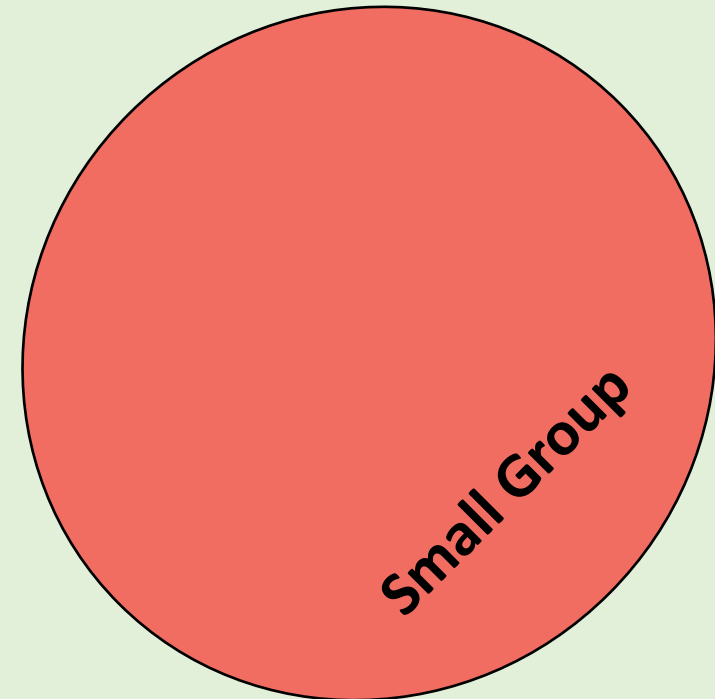
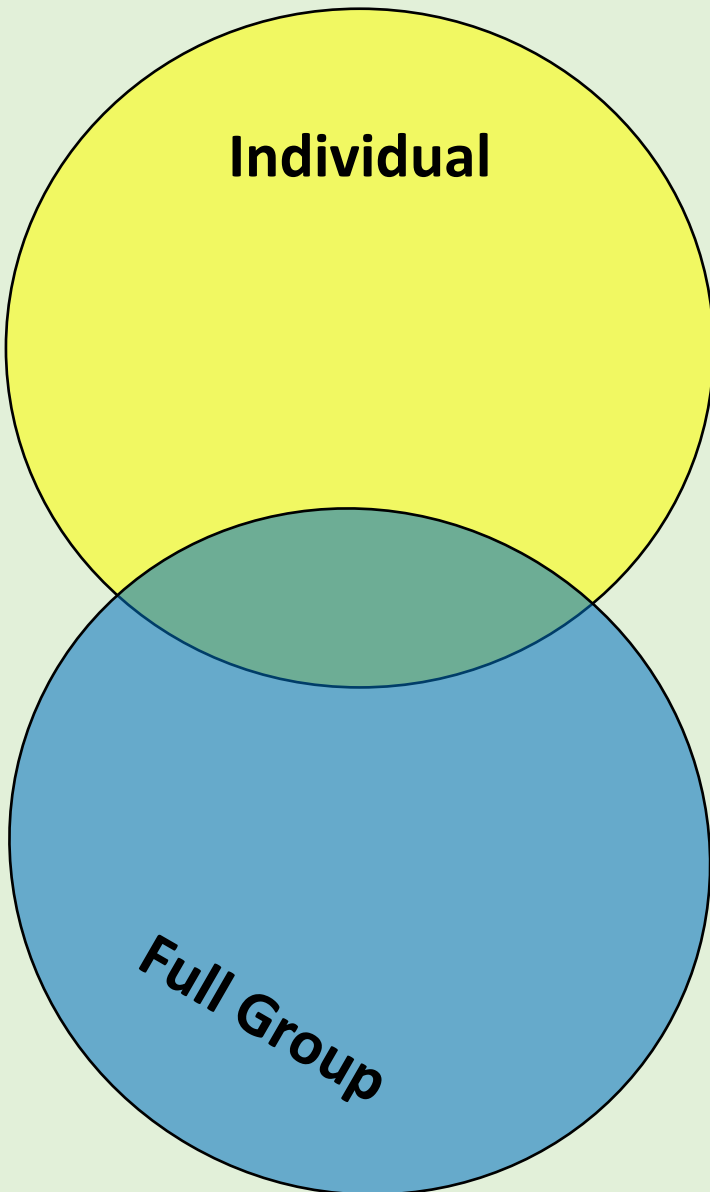
Checking-in

- Make it interactive
- Make it fit with length and purpose of meeting
- Multiple modes

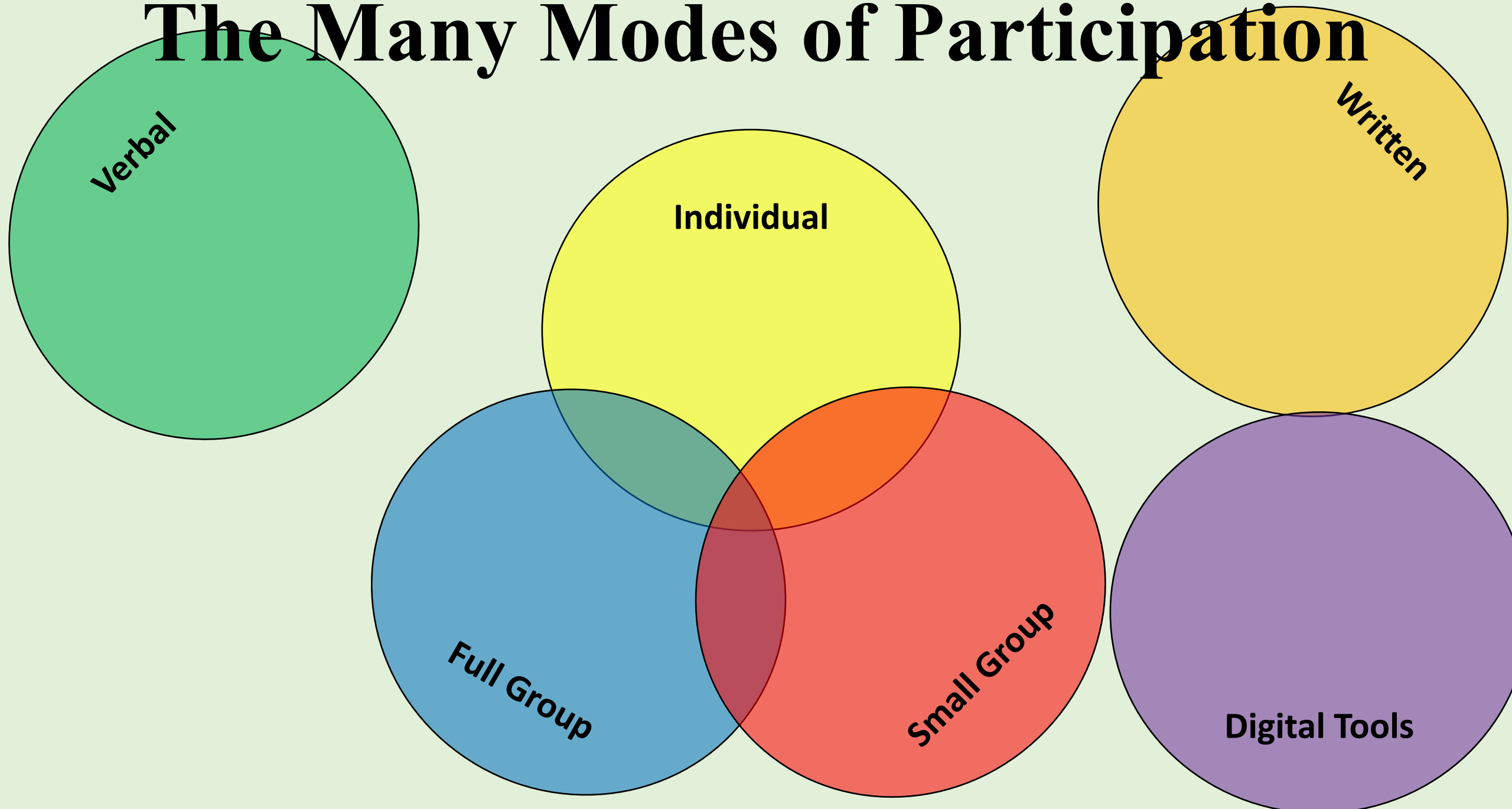
Manage Expectations

- Show folks an agenda at the start
- Notify people of scheduled breaks
- How can they expect to engage?
- Are self-breaks okay?

The Many Modes of Participation



The Many Modes of Participation



Verbal

Written

Individual

Full Group

Small Group

Digital Tools

The Many Modes of Participation

Individual

- Reflections
- Polls
- Chat Box

Written

- Prompts
- Reflections
- Sticky Notes
- Chat Box

Small Group

- Breakout Rooms
- Pairs

Verbal

- Full Group Discussions
- Small Group Discussions
- Speed Networking
- Q&A

Full Group

- Discussions
- Round Robins
- Share Backs

Digital Tools

- Interactive Slides
- Polls
- Temperature checks

Who do they empower?

How does each mode enable (or dissuade) participation?


Who do they disempower?

Break Outs!

- **Time:** We'll spend 8 minutes in breakout rooms
- **Roles:** Assign a facilitator, a notetaker, and a person to report back
- **Tools:** Open this document to take notes

Tips:

- Have a prompt ready so participants have something to do while you set the rooms up
- Read the prompt out loud
- Provide a space (ex. shared google doc) for groups to take notes
- Be clear about directions (time, roles, etc.)
- Share any needed prompts or links before you open the rooms



Reflect on one virtual meeting you've attended that was really good.

- What made it effective?
- How was it organized?
- How did it encourage participation?
- How did it engage with different learning styles?

Open:

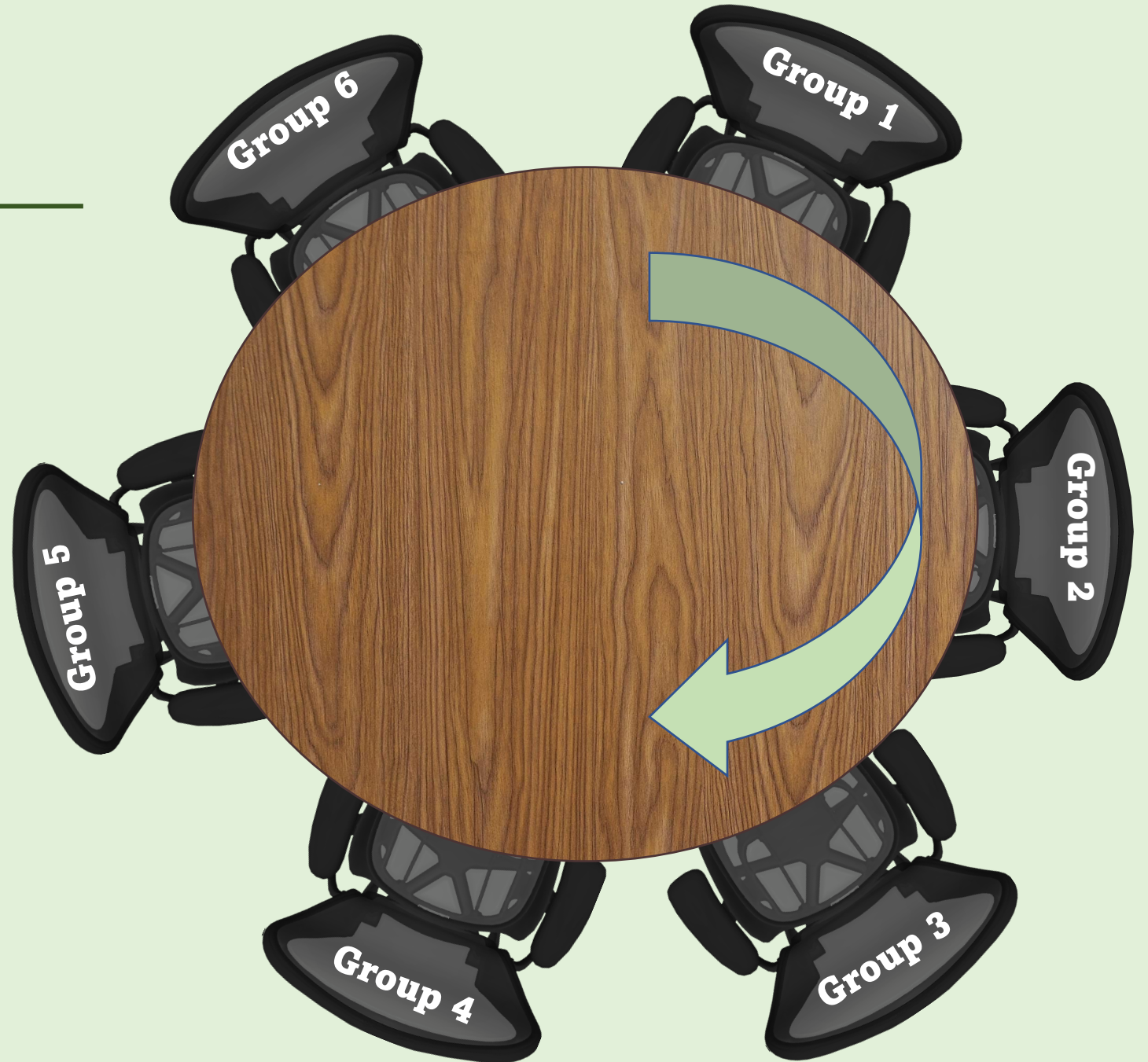
<https://docs.google.com/presentation/d/1zXQjH5raprSctCVx8HBAsAWdUfDo7FgKzNsRUe22-zg/edit?usp=sharing>

Report Back

Each group will get 90 seconds to report back

Tips:

- Recreate a “physical” space. If you are using a shared slide deck, you can let participants “seat themselves.”
- Give everyone the space to speak and the opportunity to “pass.”
- Holding rounds can help keep reports/conversation focused (ex. 1st round is for comments; 2nd round is for feedback to comments).



Best Practices

Before the Meeting

- Send Relevant Materials (agendas, slides, links, notes, etc.)
- Set tech expectations (mics, cameras, etc.)

In the Meeting

- Create a welcoming space
- Share the agenda at the beginning
- Invite attendees to participate in various ways
- Don't expect all attendees to participate in every way
- Recreate physical spaces
- Utilize free/open-source software (Google Drive, Libre Office, etc.)

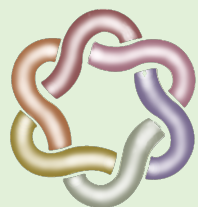


C&Q&A

Conversation and Questions and Answers

Resources

- **Toolbox for Education and Social Action (TESA):** <https://www.tesacollective.com/six-principles-for-creating-online-trainings-that-inspire-in-person-action/>
- **Anti-Oppression Resource and Training Alliance (AORTA):** <https://aorta.coop/>
- **Pear Deck:** <https://www.peardeck.com/googleslides>
- **Teambuilding:** <https://teambuilding.com/>



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