Leading Remotely: Tips for Engaging and Managing Over Zoom

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Today's Objectives:

- How to engage people in Zoom
 - making meaningful connectionsideas for starting online meetings
- Coaching, mentoring, or managing remotely
 - o Connections first
 - o Setting expectations (coaching)
 - o Defining action and follow-up

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"Our 'what and why' of Extension has not changed. It is the 'how' we are delivering those programs and creating space for those critical community conversations."

— Tara Markley, K-State Extension

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CFAES

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Creativity abounds in Extension.

Responding to COVID-19 has inspired us.

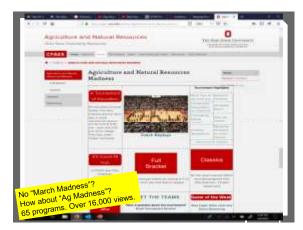
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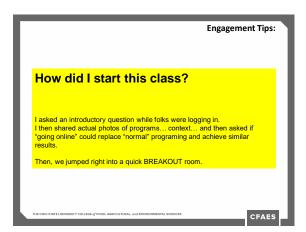
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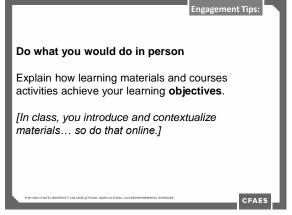


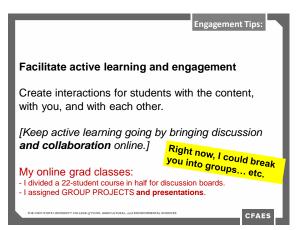






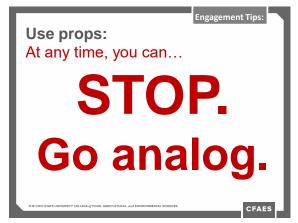
Did you like the "Quick Breakout"? Some folks do 10-30 minute in-depth breakout rooms in Zoom. But... I've found that doing several shorter ones can bring folks back to the conversation more effectively. NOTE: If you have a complex question or topic, longer discussions are fine.







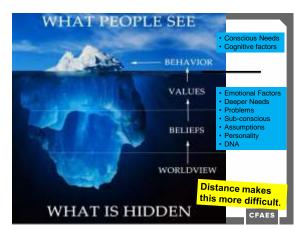












Part 2 Leading Remotely: Tips for Engaging and Managing Over Zoom Today: How to engage people in Zoom making meaningful connections ideas for starting online meetings Coaching, mentoring, or managing remotely (This is more about keeping programs going... keeping volunteers active... maintaining energy and output.) Connections first Setting expectations (coaching) Defining action and follow-up

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Coaching During COVID Whether you're running a business, a classroom, or a family, or a VOLUNTEER team... in times of distress people need reassurance. More than ever, you need to: - Make connections first - Set expectations (coach) - Define action and follow-up

Engagement Tips:

Keeping projects on track

Even though you're working online... follow-up is critical.

Try to be encouraging to your groups / teams.
Find new ways to track progress:
Could your folks supply photographs (in an online check-in meeting)?
And note: You may need to take the lead.

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Zoom tech tips (breakout room settings; music; polls) - Use breakout rooms. - Click "send automatically" - Click "end after ____ minutes" - Click "give 30 second warning" - New: allow participants to choose Breakout Rooms (by topic for example) On entry, play music!

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Are you doing planning (brainstorming work projects, etc.)?

Using Breakouts and Capturing "chat box" for action items

• Your breakout rooms (assuming you use good questions) can result in fantastic data / information.

• Capture the chat! (ask one person in each breakout to take notes... then share it in Chat)

