How to Run a Virtual Workshop

The Importance of Grace & Forgiveness

WHEN YOU LET FORGIVENESS IN YOUR HEART
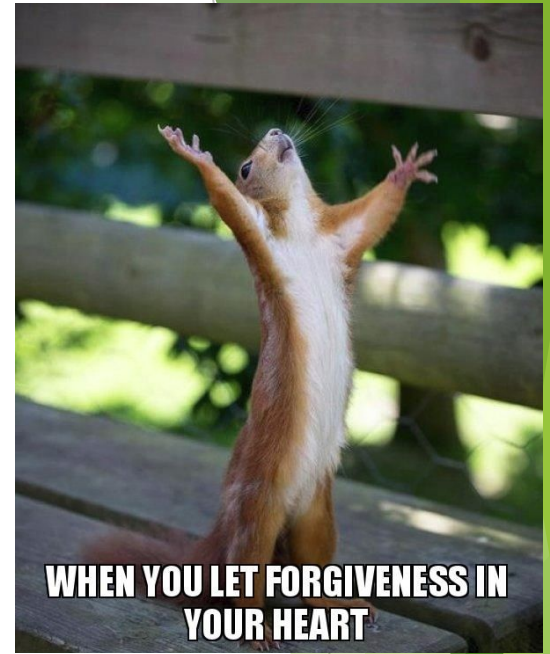
Early Decisions

► Purpose or Goal
  ► Badge workshop
  ► Take action project
  ► Just for fun activity

► Target Audience
  ► Girl level(s) (D, B, J, C, S, A)

► Date/Time

► Size of Event
  ► Depends on YOUR comfort level leading girls
  ► Safetywise Girl to Adult ratios
  ► Minimum of 2 girls per breakout room & 1 adult
  ► Size of your Zoom account (can use Service Unit's)

YOU GOT THIS

Structure of Virtual Event Length

- ► Attention Span of Girls for Virtual Activities

  Assume 1 minute for each year of age so:

  - ► Daisies: 5-6 minutes
  - ► Brownies: 7-8 minutes
  - ► Juniors: 9-10 minutes
  - ► Cadettes: 10-12 minutes
  - ► Seniors: 13-15 minutes
  - ► Ambassadors: 16-18 minutes

- ► Modify Event Length by Age
  - ► D/B - 30 minutes to 1 hour
  - ► J/C - 45 minutes to 1 hour 15 minutes
  - ► S/A - 1 to 2 hours

Structure of Virtual Event Visuals

- ► Slide Deck
    - ► Teaching Something
    - ► Keeping a Meeting on Track
    - ► Have Specific Content to Share

- ► No Slide Deck
    - ► Playing Games
   - ► Interactive Activity
    - ► Sharing Screen

What is a "Slide Deck"?
This presentation is an example of a 'slide deck'. It's a series of slides created in Google Slides or Powerpoint to share information and help the speaker stay on track.

Content of Virtual Event

► Schedule
  ► All together or Breakout Rooms
  ► Chunk it out
  ► Assign speakers

► Supplies
  ► Supply List in advance
  ► Things girls have at home or purchase
  ► Porch pick up
  ► No supplies

► Location
  ► Kitchen (water/baking)
  ► Mat (crafting/glue)

► Engagement
  ► Get girls interacting
  ► Don't just talk at them

Zoom Management Norms

ME STARTING DRAMA IN A GROUP CHAT
AND NEVER RESPONDING AGAIN
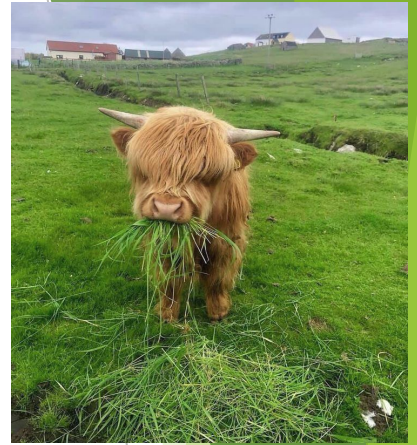
► Your Virtual Meeting Agreement
► Go over as part of your welcome
► If recording - announce that you are doing so
► Screenshot etiquette

ONLINE ENVIRONMENT NORMS

- Kind words, kind actions
- Video and Chat connect
- Be aware of your environment
    - Mute / unmute when needed
    - What's in the frame
- Stay on time (early for host)
- Remember: you are being recorded.

Zoom Rules & Information

- Only designated meeting speakers will be allowed to speak during the meeting
- If you have a question, please ask it in the chat and Michelle Luster will respond or interject during the meeting to obtain an answer
- This meeting is being recorded

Zoom Management
Zoom 101

It's a good idea to go over the following at the beginning of the meeting to make sure everyone is familiar with the platform (can be part of the discussion of online norms)

- ► How to rename yourself
- ► Naming code (if you have one)
- ► How to mute/unmute yourself
- ► How to open the chat and use it
- ► How to change your view (speaker vs. gallery)

- ► Check Zoom Meeting settings ahead of time (polls, set chat to everyone/individual, see Zoom screens, auto mute, etc.)

CHILL OUT PEOPLE

I'M HANDLING IT.

Zoom Management
Hosting

- ► Ahead of time
  - ► Decide who will be the workshop leader
  - ► Decide who will be co-hosts
  - ► Decide who will be the main host

- ► At Meeting Start
  - ► The Main Host needs to assign co-hosting duties

- ► During the Meeting
  - ► Mute people with background noise (they will rise to the top of the participants list)
  - ► Rename people who have trouble (or turn off renaming feature)
  - ► Spotlight Speakers
  - ► Interject to the Workshop Leader with questions/comments as needed
  - ► Monitor the chat for appropriateness & be prepared to turn chat off

Zoom Management Rooms

Large Group

- ► Everyone ON Mute
- ► Speakers are designated
- ► Questions - in Chat Box
- ► Host must interrupt the Leader to ask questions & provide comments

Break Out Room

- ► Everyone OFF Mute
- ► Everyone can speak
- ► Questions - spoken
- ► Randomly assign to a room or assign based on naming code

PRACTICE!!!!!

Practice makes perfect

- ► Practice presenting your content
  - ► Navigation to proper windows
  - ► Navigation through presentation
  - ► Launching games
  - ► Staying within your window
  - ► Have backups

- ► Room management

- ► Keeping folks engaged

- ► Check out your Virtual Setup
  - ► Camera angle for close ups
  - ► Right vs. Left and screen mirroring
  - ► Two devices so you have 2 screens?

Thanks for Coming!

Please fill out our survey - see the chat bar for the link.
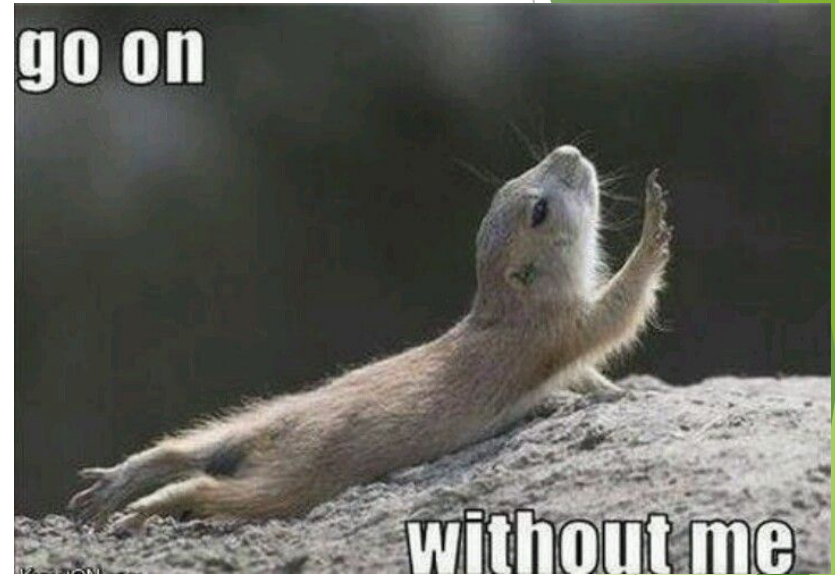
Younger Girl Planning will begin shortly…

Now It's Your Turn!

Event Planning Form

Overall Event Information	
Adult Event Leaders:	Ms. Kelly-Greene
Assistant Leaders:	Ms. Mendall, Ms. Tharkur, Ms. Thompson, Ms Vanek, Ms. Chan
Troops Supporting Event:	33266, 32072, 31340, 31755, 33512, 30058, 32255, 30869, 33279
Event Name:	Welcome Back for S'more for Younger Girls
Date:	Sunday, October 4
Time:	4-5:30 pm
Audience:	All Daisy, Brownie and Junior girls in CRSU
Location:	Online via Zoom

Workshop 1	
Adult Chaperone:	Ms. Thompson & Ms. Vanek
Girl Workshop Leaders:	
Girl Workshop Hosts:	
Girl Email(s):	
Type of Event:	Game
Workshop Length:	15 minutes
Supplies Needed:	
Description of Plan:	

► Generic Event Planning Outline

► Fill in the information as you plan your workshop for the event

► Use what you just learned

Guidelines for this Event:

► K-5 Girls
► No supplies or at-home supplies
► 20 minutes to plan x 3
► 2 people will share out