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# FACILITATING PROFESSIONAL DEVELOPMENT EVENTS ON ZOOM

A PRELIMINARY LIST OF BEST PRACTICES

COMPILED BY THE CENTER FOR TEACHING EXCELLENCE



# PROFESSIONAL DEVELOPMENT DURING COVID-19 (TITLE?)

- Since our unexpected transition to remote teaching and learning in March 2020, most of our online professional-development events have been facilitated as *ConferZoom* meetings we have been referring to as “webinars.”
- Often, the facilitators of these webinars have recorded the live events, so we can then post **captioned recordings** to our Center for Teaching Excellence webpage.
- Although this model is still new to most of us, we have worked with some of our first facilitators of webinars – as well as our distance education coordinators – to compile a preliminary list of **best practices when facilitating professional-development events on Zoom**.



# BEST PRACTICES WHEN FACILITATING PROFESSIONAL-DEVELOPMENT EVENTS ON ZOOM

The best practices in this version of this presentation were contributed by:

- [Lydia Alvarez](#) – facilitator, CRTL Summer Institute
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# ZOOM OVERVIEW

## Hosting a Zoom Meeting

- [Scheduling a Meeting](#)
- [Enabling and adding a Co-host](#)
- [Invite Others to a Meeting](#)
- [Meeting Host Controls and Settings](#)
- [Screen Sharing](#)
- [Managing Breakout Rooms](#)

## Audio, Visual, and Recording

- [Using Audio with Zoom](#)
- [Using Video with Zoom](#)
- [Side-by-side Mode for Screen Sharing](#)
- [Recording a Meeting](#)

For more information, visit [Zoom Video Tutorials](#).



# BALANCING PRESENTATION AND DISCUSSION

- When planning your professional-development event, aim for a **balance** between **presentation** and **discussion**. Our rough rule of thumb for a **60-minute webinar** is **about 30-40 minutes** for the **presentation** and **about 20-30 minutes** for the **discussion**.
- At the end of the **discussion**, consider leaving time for opening it up for a short **question-and-answer session**, **tying together threads** of the conversation, and/or **addressing next steps**.



# TAKING ATTENDANCE

- Ask participants to **write** their **names** in the “**Chat**” to take **attendance**. Please note that late participants can not view previous comments in Chat.
- Before the end of the meeting, **scan** through the “**Participants**” list to **double-check** for **latecomers**.
- If you need assistance with taking attendance, you can request for support from the CTX staff.



# MANAGING PARTICIPATION

- Ask **participants** to keep their **microphones** on “Mute” when they are **not talking**.
- Encourage **participants** to keep their **videos** on (by pressing “Start Video” on their ends), so you can read their **facial expressions**.
- At the start, **state** whether **your preference** is for participants to **ask questions out loud** or to **write questions in the “Chat.”**
- If possible, have a **co-facilitator** to **monitor the “Chat”** for questions from participants.



## MANAGING PARTICIPATION (CONTINUED)

- If you do not have a co-facilitator, try to **build-in “pauses”** in your **presentation** to **scan through the “Chat” for questions** or to **allow participants to ask questions out loud.**
- When you need a **confirmation of understanding**, consider having the **participants** use the **“thumbs up” icon**. (If the group is small enough that you can see all of the participants, they could also make a **traditional “thumbs up” gesture** with their hands.)





# ADDING VISUALS TO PRESENTATION

- Use the “Share Screen” function to **share slides** you have prepared.
- Paste a **link** to your **slides** into the “Chat” so participants have access; alternatively, you could **email** the **slides** to the registered participants before your event starts.
- If your presentation includes a “how-to” related to a **software application** or a **website**, use “Share Screen” to **demonstrate** the **steps** in the process yourself.
- When demonstrating steps with “Share Screen,” describe your **cursor movement**. This will help you with **pacing** and your participants with **following the steps**.



# INCORPORATING SMALL GROUP DISCUSSION?

- Depending on the number of participants and the length of the event, **consider** using **breakout rooms** for **small group discussion**. (Our facilitators have found **breakout groups of either two or three** to be the “sweet spot” for **engaged discussion**.)
- Consider using a “**Countdown Timer**” in the **breakout rooms**. This provides **participants** with a warning that their **time is almost up**, so they can close the **small group discussion** before returning to the large group.



## RECORDING THE WEBINAR

- Please **record** the **webinar**, so we can **post** a **captioned recording** for folks who were not able to attend in real time.
- For best captioning, articulate words and speak clearly.
- Consider providing the “**Chat**” **notes** to the **participants** after the **webinar**.



# PREPARE FOR A ZOOM MEETING

Use this checklist to help prepare for your zoom meeting:

- Check your background and remove any distractions
- Avoid areas with large background noise or distractions
- Test your equipment:
  - Internet Connection
  - Camera
  - Microphone
  - Speakers
- Schedule a practice Zoom meeting with a co-host or colleague



# CONTACT INFORMATION

For questions or concerns, please contact the CTX staff:

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