



Welcome Team!

Peg Drummond here, your facilitator for

Super Meetings – Facilitation and Leadership Intensive. (fill in your event)

Thank you for all you are doing to make time to attend this training. You have my promise; I will do everything in my power to make sure your time is well spent!

This letter includes details to prepare you for your training.

After reading this over, please schedule approximately **30 minutes** prior to our session to get set up.

DATES:

- **October 18, 20, 25, 27 (4) 4 hour on line sessions.**
Mondays & Wednesdays

TIME: 1200 – 1600 EST

- Thanks for arriving **10 mins early** to get connected and settled in.
- A ZOOM invite with the meeting link will be sent to you via email for the sessions.

SESSION OBJECTIVE: Learn and Practice Facilitation and Leadership skills to increase your success in meetings and with teams!

AGREEMENTS: To stay on track and focused, and get the best from ourselves and our time together, we'll use Agreements - ways we agree to work together in the training. I've found these 6 agreements are a great foundation.

When we open our session we'll go over them and you can add any as needed.

- **Respect the Speaker** - One speaker at a time, avoiding side conversations and chats.
- **All Ideas Welcome** - Got an idea? Got a question? Please get your hand up! Your ideas spark others creativity.
- **Freedom to Disagree** - We can talk about anything - when we do it respectfully. In my facilitator role, I'll be sure we maintain a respectful, professional environment.
- **Start/End on Time** - We will start right on time.
Please see the instructions for ZOOM, so you can be on screen when we start. THANKS! We will be taking frequent breaks so please have a timer/clock nearby.
- **Electronics `Off`** Thanks in advance for removing distractions - other browsers, phones, tablets, etc. as you arrive and during our sessions.
Computers and **Cameras ON!**
- **Jump In** – especially in an on-line format, we will each be responsible for staying focused and engaged. You are a huge part of the trainings' success!
 - **Permission to check in / Round Robin** - In my role as facilitator in an on-line training, thanks for allowing me to call on you directly and use round robins in discussions to help us stay focused and keep momentum moving forward.

WORKSHOP SPACE SET UP

1. Please **schedule at least 30 minutes** to review/learn how to use ZOOM on your computer. Call or email me with questions. See my contact information at the end of this letter.

ZOOM LOG IN DETAILS:

Join a Zoom Meeting: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Test your Computer Audio:<https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio->

Test your Video: <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->

Attendee Controls in a Meeting: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>

Participating in a Breakout Room: <https://support.zoom.us/hc/en-us/articles/115005769646>

2. Arrange your space so you can stand or sit and still see your screen. Check your lighting so we can see your face. **Cameras on!** Thanks.

3. Utilize the largest screen/monitor you have available.

4. The Training Manual will be sent to you via email for printing. Thank you in advance for doing this task. The manual is formatted for 2 – sided printing. Coil bound or binder works best. You'll be using this manual in the field after the training.

5. Please clear your workspace so you can take notes. If you have wall-space nearby, feel free to tape paper up in advance or use sticky notes right on the wall as ideas come to mind!

- Consider markers, sticky notes and whatever else you like to help you stay focused and allow you jot down ideas and thoughts in the moment. Ideas will be percolating! Feel free to have snacks and drinks available for yourself.

6. Please block your calendar, email and phones so you will not be disturbed while we are in session. We will be taking frequent short breaks throughout the session so you can check in as you would if the session was in person.

Please let me know what questions you have. See you soon!

For Your Success,
Peg Drummond

SUPERTEAMS

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