



RLI FACILITATION ON ZOOM





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SESSION GOALS

TO HELP ROTARIANS BECOME BETTER (ROTARIANS & LEADERS) THROUGH THE ROTARY LEADERSHIP INSTITUTE.

TO HELP FACILITATORS AND FACULTY MEMBERS BECOME MORE EFFECTIVE IN A VIRTUAL ENVIRONMENT ON ZOOM.

11:30	START
12:15	BREAK
1:00	FINISH

1. Determine your best location with attention to background or use virtual background
2. Wear a solid color if possible.
3. Good lighting is essential.
4. Establish height & angle for camera.
5. Use audio headsets/mic if possible.
6. Have water, pen, notepad, and cell phone handy.
7. Set cell phone alarm at intervals to manage time.
8. Open the meeting ahead for tech & testing. Allow participants 15 minutes ahead of time if possible.
9. Use early arrival time for instructions, tech testing, so that it doesn't take away from the curriculum. (Enable Camera, Mute Audio, etc.)
10. Review/prepare material, script, notes, minute by minute schedule, slide deck, etc.

PRE MEETING





Rotary 



SERVE TO CHANGE LIVE

FACULTY/FACILITATOR

1. Welcome everyone and establish friendly tone as people join. (Request adding club name.)
*Ask participants to mute their audio unless speaking and enable video.
2. Stay in “Gallery” view.
3. Start meeting on time.
4. Briefly introduce self.
5. Always announce zoom protocols & expectations. (chats, raise hands & reactions)
6. Let people know if recording.
7. Invite brief introductions.
8. Reiterate session goals.
9. Quickly Engage Participants. (Reference general sessions, chat, polls, opening question.)
10. Introduce Content.
11. Facilitate the direction of the content, manage the energy of the room, give clear directions.
12. Look into the camera, listen into the camera; it’s okay to acknowledge and reference notes.
13. Utilize MEETING FACILITATOR and PRODUCER roles. (Will be Reviewed)
14. Review learning objectives & action items if necessary.
15. Thank everyone. Reference evaluation. Save Chat. **EOT.**

SESSION GOALS

DEFINE ATTRIBUTES OF A GOOD ROTARIAN.

EXPLORE HOW MY CLUB CAN ATTRACT GOOD ROTARIANS.

**WHAT MAKES
A GOOD
ROTARIAN?**

BREAKOUT ROOM



Please take 10 minutes to discuss in small groups. Assign one person to share ONE BEST idea or strategy with the full group.

- Discuss the make up of your club.
- Does it reflect your community?
- How can your club attract any missing demographics or classifications?

WORKBOOK PAGE 17

MORE NOTES

- Think of the “zoom room” as the traditional meeting room.
- Change screen from 25 to 49 if necessary.
- Stay aware of every “corner” of the room as astutely as possible.
- Acknowledge questions, stack questions, “last response,” etc.
- Manage all participant engagement & instructions. (when to use chats, polls, questions, etc.)
- Move the meeting forward.
- Manage all dialogue and q&a.
- Manage time. **EOT.**

PRODUCER

- Should be made co-host right away.
- Assist with muting (if necessary).
- Launch recording if applicable.
- If using slides, manage slide show (determine before meeting).
- Manage chat box if requested (determine before meeting).
- Create, launch, and time, and close breakout rooms on the que of the Facilitator.
- Create & launch polls if applicable.
- Manage participant tech issues as needed.
- Address tech problems & trouble shoot if needed.



Feel free to stay in touch!
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