

Upping Your Engagement Game While Leading/Facilitating Online Team Meetings

Steve Ramos
State Support Team
Region 4

Ron Rogers
OCALI
@RonBRogers

**Leading & Learning
TOGETHER**
2020 OLAC & PBIS Showcase

Who Are We?

Steve Ramos

SSTR-4

sramos@sst4.org



**Universal Design
for Learning Center**

Ron Rogers

OCALI

Ron_Rogers@OCALI.org

@RonBRogers on Twitter

Our Presentation

<https://bit.ly/31Olac3Pr>



Feel free to download our slides and have them open on your device.

LINK:

(bitly is case sensitive)

Padlet

Live Document

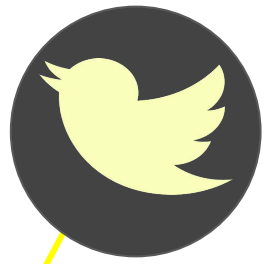
<http://bit.ly/3OLAC2Pres>



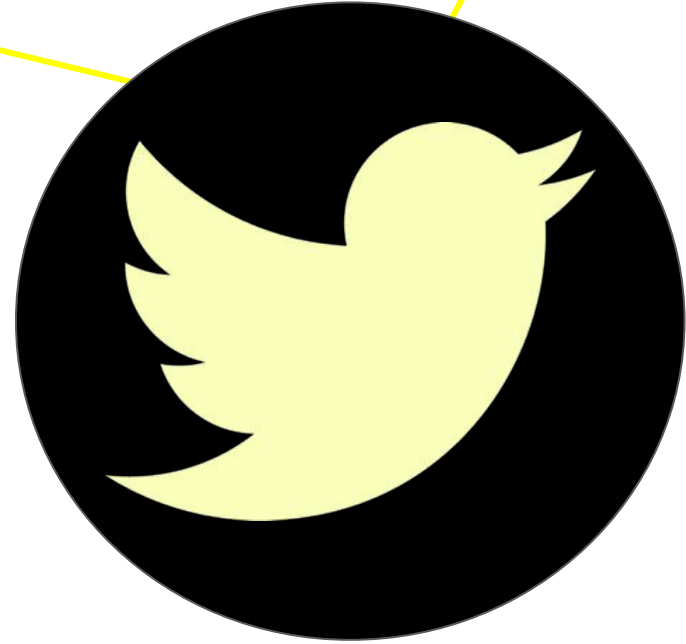
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Twitter

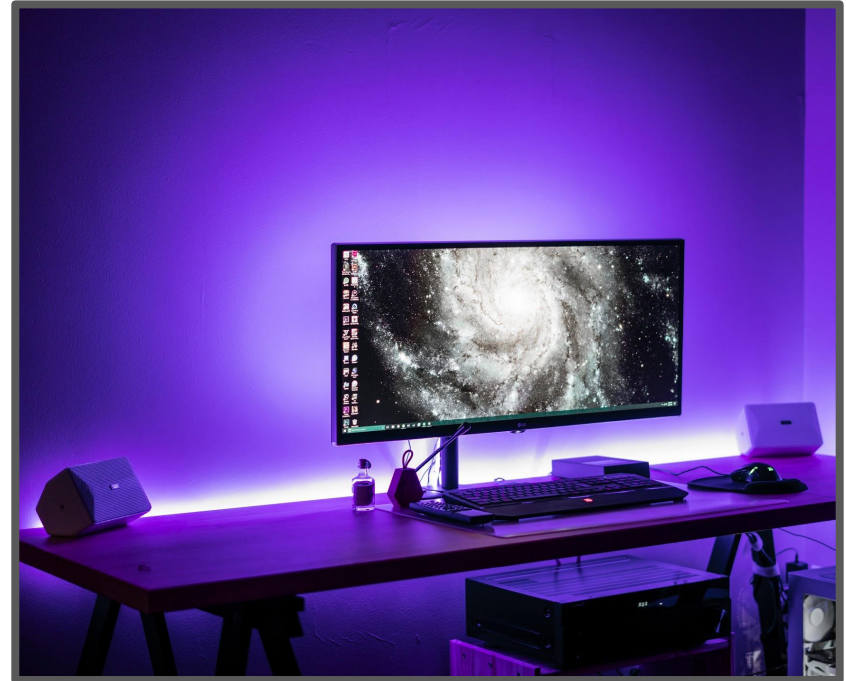


If you want to join the conversation in a back channel feel free to use **#OHUDL**



Goal

To build capacity among educational leaders who are facilitating, or supporting educators who are facilitating online, remote, or virtual team meetings (DLTs, BLTs, TBTs, department meetings, cabinet meetings, etc.)





Objectives

Participants will be able to discuss online practices that will engage their teams.

Four Considerations When Starting Your Meeting



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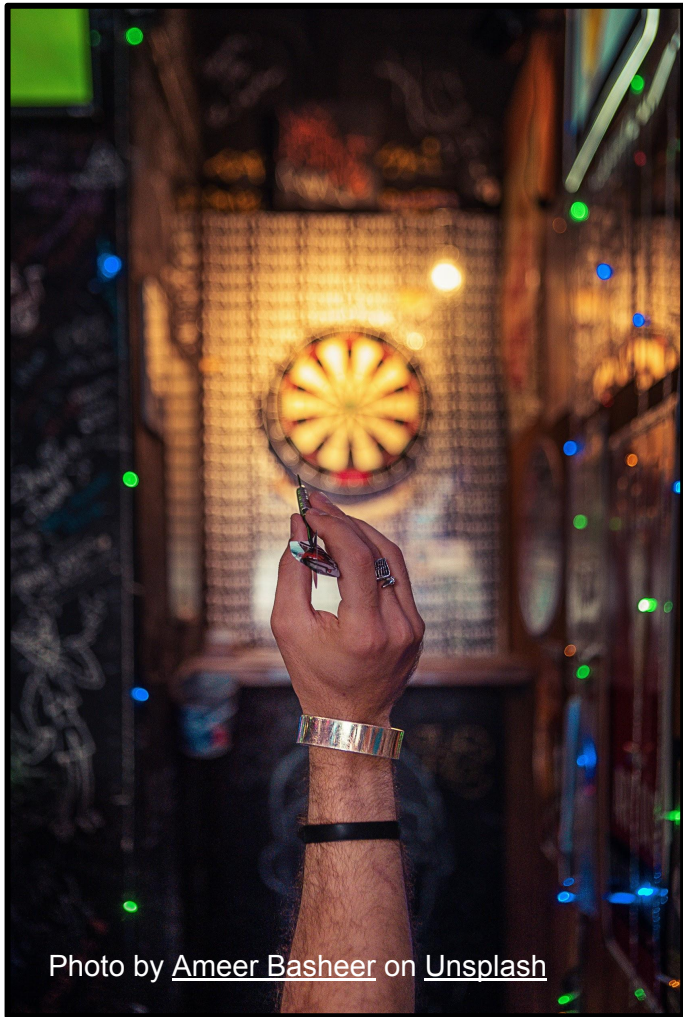


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Clear Goal

Always have a clear goal and double check that everyone understands it.

Mindfulness

Be mindful of your participant variability as you design your meetings. Your intention will shine through so be cognizant of it.



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Be Careful of too Much Sit and Get

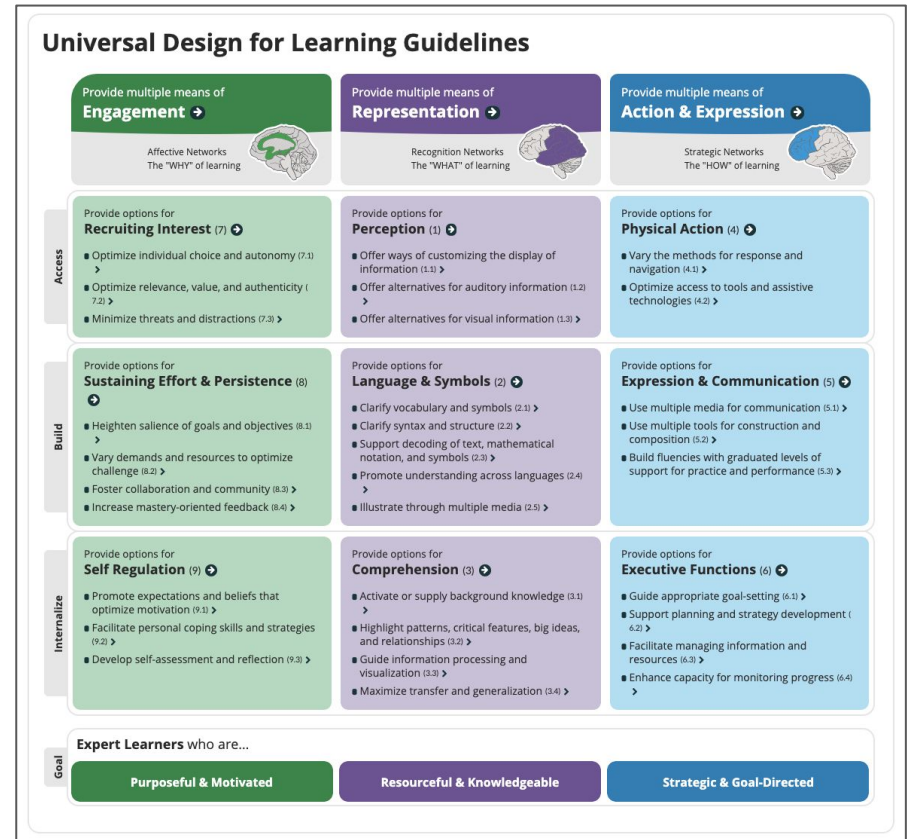


Your team can only take so much of your talking. Be sure to mix it up.

Universal Design for Learning

One place you want to check out when you have time.

<http://udlguidelines.cast.org/>



Inadequate Time for Reflection

People need time to reflect and link the information they are receiving to something they already know.



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Reflection Time



NORMS: The Non-Negotiable



Norms must be set.

Norms are usually best when set by the group.

When establishing norms, be sure to think about inherent barriers that may exist.

An Example of Online Norms

- Start with an inclusive activity
- Be kind at all times
- Camera can be on or off
- Microphone on when talking
- Start on time end on time
- Be respectful
- Practice, Rehearse and Repeat
- Careful of body language
- Be a good observer
- Honor pauses
- Minimize Distractions

Checklist

Why a checklist - Removes the energy of always having to think through what is needed.

Once it becomes natural you don't need the checklist anymore.



Live Document Link:

<https://bit.ly/3OLAC1LivDoc>



Photo by [Glenn Carstens-Peters](#) on [Unsplash](#)

Example Checklist

This [checklist](#) is a great document that you can feel free to copy.



Photo by [Glenn Carstens-Peters](#) on [Unsplash](#)

Checklist for Online Meetings – Version = Continuously Changing

Prior to the day of the meeting:

- Step 1: Nail down the details (establishing goals/purpose of meeting, members to be included).
- Step 2: Send virtual meeting invitations. (anything that can be accomplished through email or assigned before the meeting; reminding participants of the platform being used as well as requesting that they have access to the platform being used)
- Step 3: Send virtual meeting reminders. (include Zoom link again and all details so folks don't have to find their past emails.)
- Step 4: Conduct pre-meeting checks.

On the day of the meeting:

- Close all tabs and programs on your computer.
- Reboot your computer.
- If you are running the meeting from home, unplug your modem for 3 minutes and then plug back into the wall.
- Check your internet speed by typing into Google "Internet Speed Check" This will help you decide if your internet is fast enough to run the meeting efficiently.
- Open-up or have the links readily available for your meeting.
- Know your GOAL and make sure it is visual and read it out loud once in the meeting.
- Log in to Zoom earlier than the start of the meeting.
- Double check sound and camera.
- Put a welcome message in the chat and your clear goal.
- Have music playing so when people log in to Zoom they know their sound is working.

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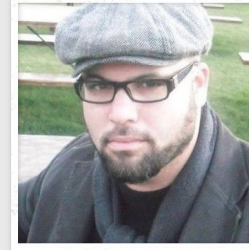
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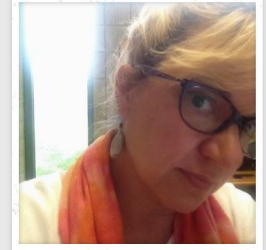
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Barb Gentile
Green



Bryan Dean



Kimberly Coy



Mindy Johnson



Ron Rogers



Joni Degner

Upcoming Webinars

December 8, 2020, 3:30–4 p.m.

Inclusive Practices That Support Learners with Significant Cognitive Disabilities

Register (link to:

<https://attendee.gotowebinar.com/register/1576749559179956751>)

Checkout the SMORE for all the webinars this school Year.

<https://www.smore.com/s4qhz>

Free, Live 30- Minute Webinars

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UDL Webinars



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Thank you for your time!

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