

Changing more than a name

Some zoom housekeeping and tips for the Outstanding Leadership Series

Microphones

It's good practice to keep your microphone muted unless you're speaking. Zoom will automatically mute you each time you join the main room.

If you'd like to ask a question, please do unmute, it helps us spot you.

Cameras and Screens

You don't need to have your camera on for the plenary sessions if you prefer not to. We do like to see who we're speaking to though, so if you don't mind, we're very happy to see you.

We know peering into the screen can get to be a bit of a strain – we'll let you know when we're sharing something you need to see for context. Gallery view seems to work best for most people – plus we don't like the thought of being of huge proportion on your screens that comes with speaker view.

Please do have your camera and screen both on when you're in breakout conversations though.

Chat function

Some people really enjoy using the chat function – do what makes you happy! Try not to be too caught up in chat that you miss what's happening in the session or conversations – we'll save and circulate an edited version after each module.

We know that some people prefer to ask their questions via chat, so please do that if that's you and the three of us on the delivery team will keep an eye on it to capture those.

It's an excellent place to share examples, stories and relevant references, so please do that if you'd like to.

Breakout Groups

In the session

The modules are designed to be interactive and applicable and for that reason there is quite a bit of directed discussions in smaller groups to enable sense making of the plenary content. We know too that participants hugely value the conversations with peers and learn from their experiences and we're glad that the feedback is that this works really well on zoom.

We've produced a resource guide for each module and you'll need to have sight of this when you're in your breakout conversations as you'll no longer be able to see the main screen. We'll include any materials, questions or instructions you'll need in your breakouts.

You can ask for help once you're in a breakout if anything is unclear and one of the programme team will appear to find out what you need. Give them a few moments as it's not instantaneous. You'll need to do this via the 'ask for help' button in the room, the chat facility can only be seen in your individual room.

We'll send messages into the rooms that tell you how much time we have left – if at any point, you know you want more time, ask for help, we can come to you and make that happen. We'll need more than a couple of minutes warning to be able to do that!

As coffee breaks

We'll have rooms available at the start and end of each session and also in the short break so that you're able to chat to other participants in the programme. As relationships develop as we go through the programme, please do let us know if you'd like to be put into a coffee room with anyone in particular to connect or continue earlier conversations.

Leaving the breakout rooms

You can choose to re-join the main room at any time, by clicking the 'leave room' button. Alternatively, you can wait until the timer counts down and you are automatically brought back.

Joining breakout rooms

Click on the invitation to join rooms when prompted. This only stays on the screen for a short time, if you miss it, click on 'breakout rooms' and you'll see you can join from there. Often 'breakout rooms' is hidden in 'more' or where you see '.....' – if you hover or click, it should be revealed.

Q & A

The sessions are interactive and there are pauses where we invite questions from participants. If you wish to speak either physically raise your hand, use the zoom raise hand, or unmute yourself and we'll call up on you. As mentioned above, if you prefer, you can also use the chat function and we'll pick up your question from there.

Names

If your name is not how you'd like it to appear on your screen for the session – let the programme team know either on arrival or using the chat function and we'll make the change for you.