

Mastering Zoom Essentials

Beyond the basics of virtual meetings: Better Engagement, Better Sessions, Better Results



Leadership Strategies 

Why it Works

While Zoom includes several features for engagement, such as polls, chats, whiteboards and breakout groups, few people actually use them. In this 1/2 day course, you will learn to maximize the use of these features.

In Mastering Zoom Essentials, you won't just *learn* what to do, or just see how to do it, **you will actually do it!** You will come away from this class confident that you can make your next Zoom session buzz with engagement and excitement. Why? Because you will have learned about the platform's advanced features and practiced using them yourself.

Learn How To

- Use the features of Zoom, such as polling, breakout groups, desktop sharing and others to create highly engaging group sessions.

Ideal For

- **Managers / Executives / Facilitators / Trainers / Consultants / Analysts / Teams**

Who Need To

- Run better virtual meetings
- Become familiar with Zoom features
- Increase interaction and participation

Duration

1/2 Day

Objectives

- Provide an overview of key Zoom features
- Demonstrate effective use of Zoom tools

Agenda

A. Getting Started

- Session objectives
- Key topics
- Agenda
- Ground rules

B. Zoom Orientation

- The menu bar
- The video layout
- Key features
- The facilitator's view

C. Zoom Standard Features

- Annotation
- Breakout
- Chat box
- Screen sharing
- Hand raise
- Polls
- Whiteboard