



**Division of Criminal
Justice Services**



**OFFICE OF PROBATION AND
CORRECTIONAL ALTERNATIVES
PRESENTS
LUNCH & LEARN**



Virtual Meetings

October 14, 2020

- **Welcome**
- **Introductions**



Learning Objectives

- Review examples of common meetings for community corrections programs and popular audio/video platforms
- More familiar with techniques for setting up and hosting virtual meetings
- Identify one or more ice breakers to use for a virtual meeting



Examples of Meetings

- Bi-Monthly Meetings
- Case Conferences
- Administrative Meetings
- CBI/RSW Delivery
- Team/Unit Meetings



Popular Video/Audio Platforms

- WebEx
- Zoom
- Skype
- GoToMeeting
- Lifesize Go App
- Microsoft Teams
- G-Suite
- Adobe Connect
- RingCentral

Platforms for Small Groups

- Facetime
- Google Hangout
- Google Duo
- Viber
- Signal
- WhatsApp
- Facebook Messenger & Group Chat
- YouTube



Virtual Meeting Preparation

- Meeting Settings
- Email Invites
- Registration
- Agenda & Materials
- Alternate Hosts & Roles



Effectively Start & Host a Virtual Meeting

- Test technology ahead of time!
- Allow a “small talk” before the start of the meeting
- Welcome screen
- Stick to meeting basics
- Share Screen/Files
- Breathe!
- Questions/Feedback



Add Variety to a Virtual Meeting

- Participation
 - Call on them directly and unmute
 - Raise the virtual Hand
 - Chat feature
- Ice Beakers
- Polls



Troubleshooting Tips

- Remain calm and patient
 - It happens!
- Use humor
- Remember you are not alone



Voices from the Field

Presented By:

- Randi Rothschild, Senior Director of Court Advocacy & Community Outreach, The Fortune Society
- Marlene Klock, Onondaga County Re-Entry Task Force Coordinator
- Barbara Lambros, Westchester County Re-Entry Task Force Coordinator



Additional Trainings

- **Zoom Help Center**
- **WebEx Help Center**
- **YouTube**



QUESTIONS ?



Contact Information

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