Online training – Zoom familiarisation

Howard Leach – Managing Director

Online training

Online training is new to many of us, ourselves included. It is a good forum for skills-based training, not as well suited to behaviour based workshops.

I hope these couple of slides help you get the most from your training.

Howard

Set up - technology

We advise you use a laptop or desktop device, not a tablet or iPhone.

Although the software (zoom) runs perfectly well on smaller devices, for training we share various screens which you will find very hard to see on these smaller devices

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Set up - workspace

Consider your location carefully – speak to your manager if necessary, they will help you

You'll need a good work desk and ergonomic chair, don't sit on the sofa or slouch

You'll also want a space that is quiet and free from interruptions

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Set up – workspace (2)

Make sure there is good light in front of you, and before we start have some refreshments to hand too.

Don't forget some notepaper and a pen for exercises and personal notes

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Zoom – joining the lesson

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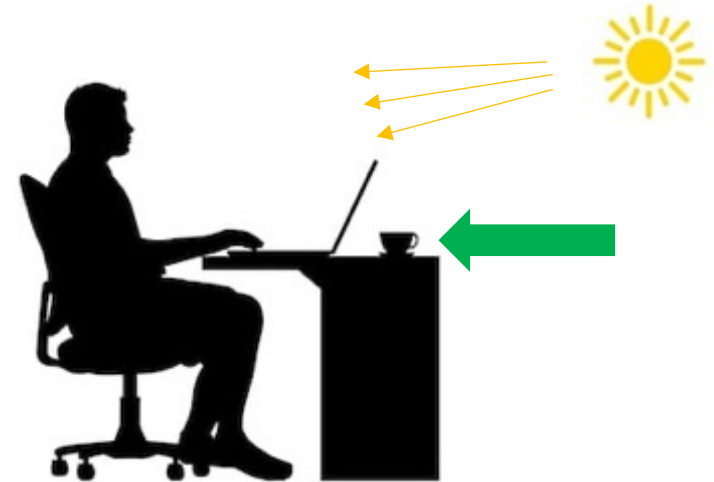
Zoom is very intuitive, many of you may have used it for *family quiz nights* and the like. Follow the link in the email you were sent, this will allow you to join the web browser version, so there is no need for you to download the software. We have tested it on most company systems and it works (see next slide also). If you are first to join you might be automatically placed in the waiting room, I will let you in as soon as I am online.

I aim to 'arrive' online 15-20 minutes before the training is due to start, I'd ask you do the same so that we can chat and familiarise ourselves before the session begins

Howard Leach is inviting you to a scheduled Zoom meeting.

Topic: McLeach Family Quiz and Social
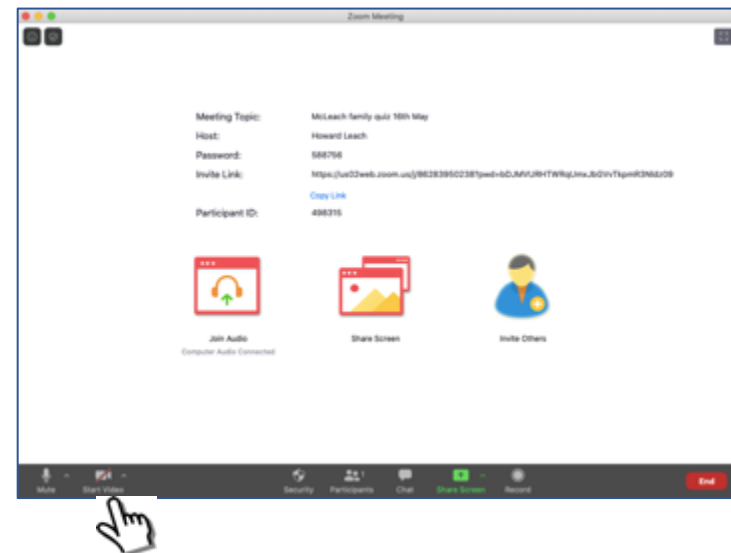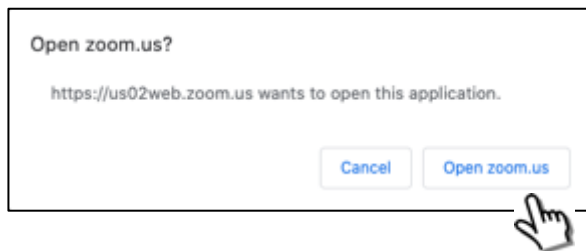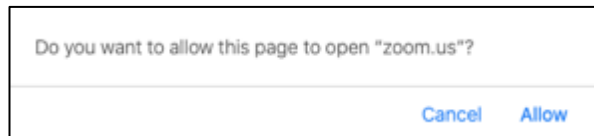Time: May 16, 2020 03:30 PM London

Join Zoom Meeting
https://us02web.zoom.us/j/3888405906?pwd=OEs2Qm9ZT0hENVISNGJQNXNlTVp4Zz09

Meeting ID: 388 840 5906
Password: H0w4rd

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After selecting the link in the email depending on the browser you are using, you will be prompted to 'allow' or 'open' zoom.us

Upon seeing this screen you have joined the meeting using computer audio only. Click the video toggle to switch on your video – you will then be completely in the meeting.
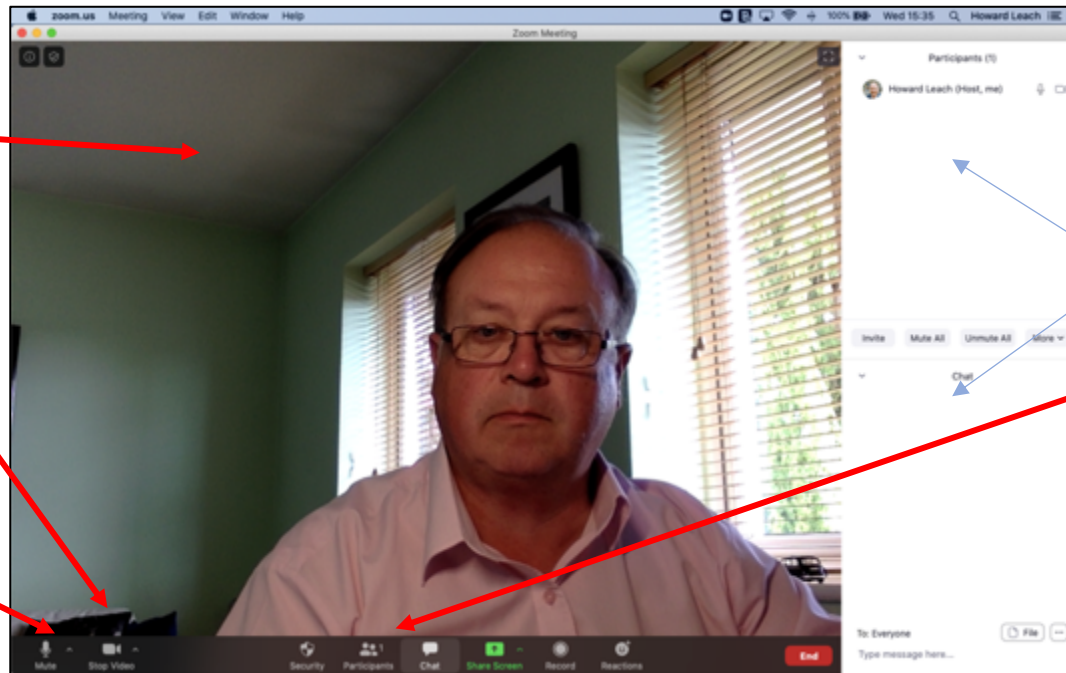
Zoom - use

We <u>want interaction</u>, but our usual (classroom) visual cues are missing, so we have to behave slightly differently.

Move mouse anywhere on the screen to open the menu bar at the bottom

You can pause your video by toggling this switch. Please leave your video on

It is perfectly okay to mute yourself, and from time to time I will mute all microphones

The participant and chat side bars are switched on and off through the buttons on the menu bar.

It is advisable to have both open

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Zoom – use (2)

To make it more comfortable for you and other delegates it is common that all microphones are muted at times. To get attention you simply raise your hand (electronically)

This screen has been placed in 'gallery view' that enables you to see all lesson delegates. The person talking is outlined in yellow.

The toggle switch appears when you move your mouse here
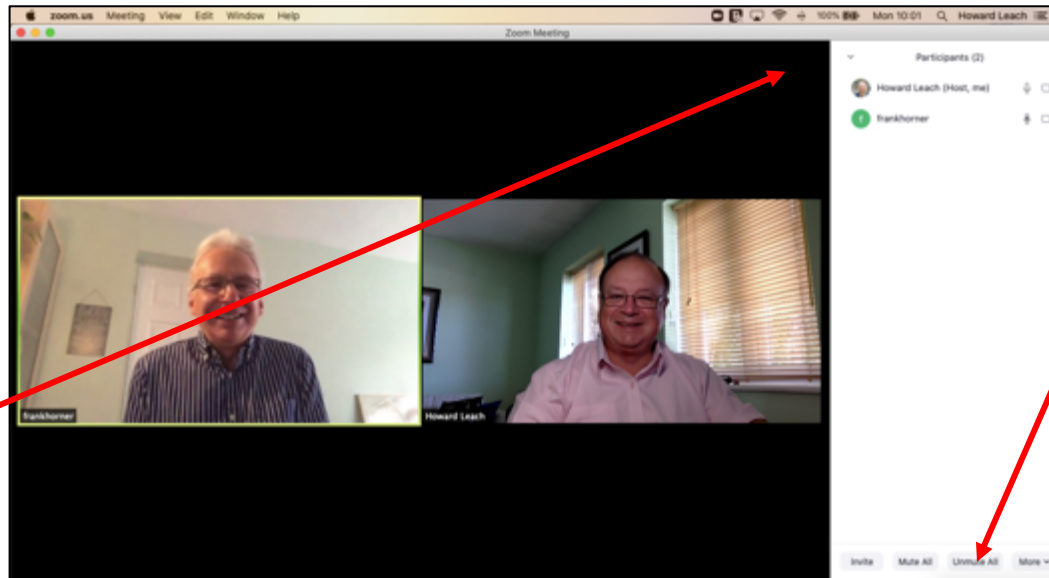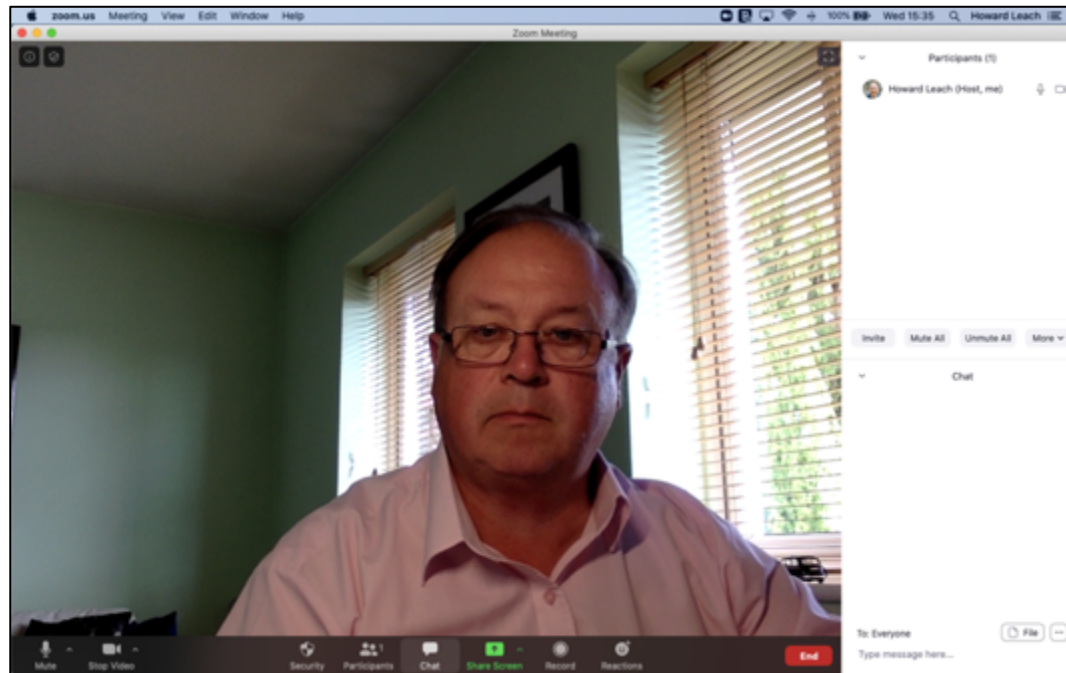
To raise your hand, simply press the button here.

I will then unmute your microphone and others to allow the discussion and interaction to develop

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Finally….

I hope this short presentation is helpful, if you need further help please reply to the email. I look forward to seeing on your first session.

Howard

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www.engpro.co.uk/training-resources   HowardLeach