

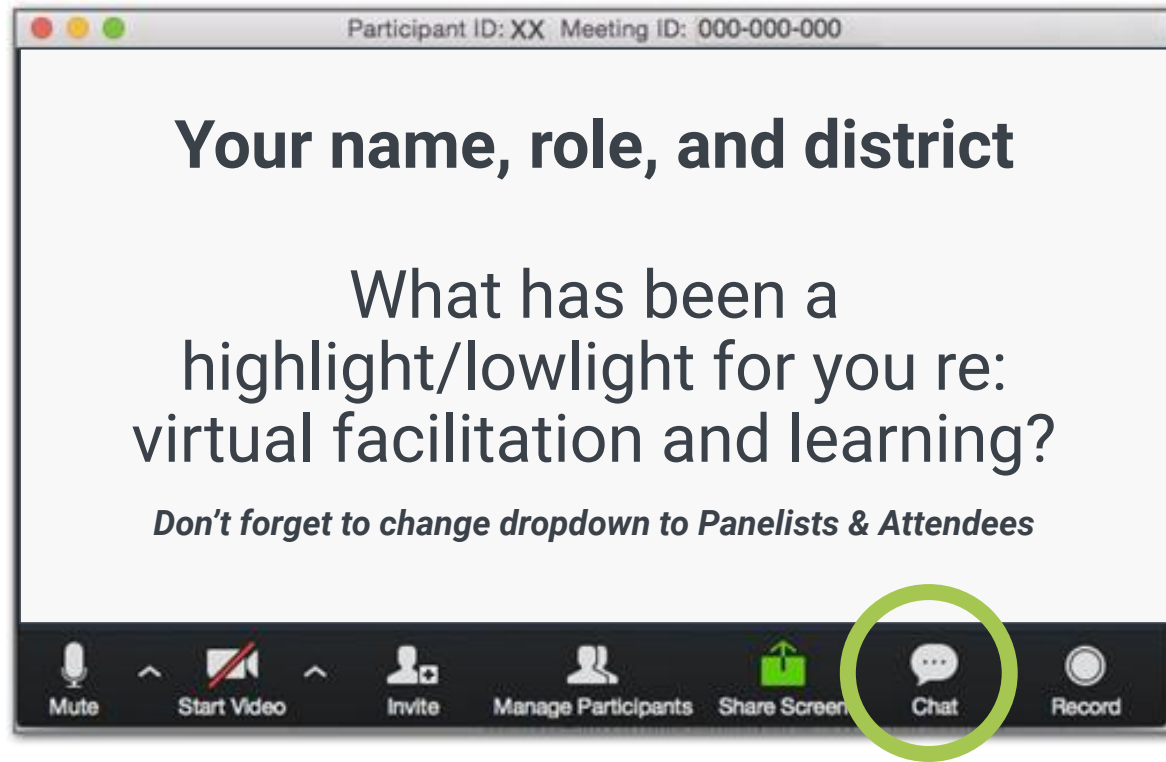


Beating the Zoom Fatigue: Best Practices for Virtual Facilitation and Learning

May 14, 2020 | 2:00 p.m. ET

COVID-19 Webinar Series

Check-In



Use the chat function to share your response.

Welcome



Gabby Hewitt

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 gabEEinDC



Natalie Woods

natalie@edelements.com

 NatalieWoodsEE

Our Journey Ahead + Objectives

- Check-In + Overview
- Zoom Fatigue is Real
- Best Practices for Virtual Facilitation and Learning
- Check Out

**Learn why you and others
may be feeling fatigued**

**Explore best practices for
virtual facilitation and
learning**

**Identify practical tips to bring
to your teams**

The Fatigue is Real



A meeting you may relate to



Who resonates with you? *(Put your answer in the chat)*

1



3



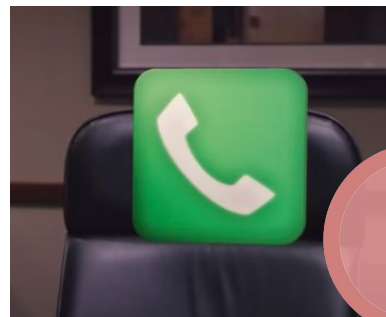
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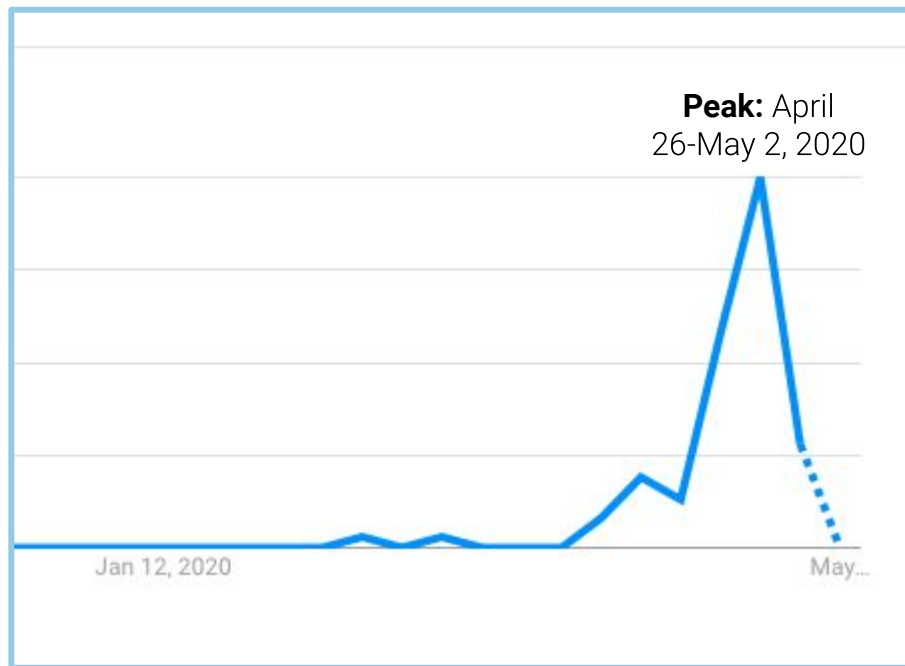
2



5



Searches for “zoom fatigue”



Source: [Google Trends](https://www.google.com/trends)

Why?

Forced to focus more intently on content

Side-hustle lure is real: easy to check email or send a text at the same time

Might be distracted by home responsibilities

Engaging in a “constant gaze” - which makes us uncomfortable and tired

Frequently going from meeting to meeting with no break or space to mindset shift

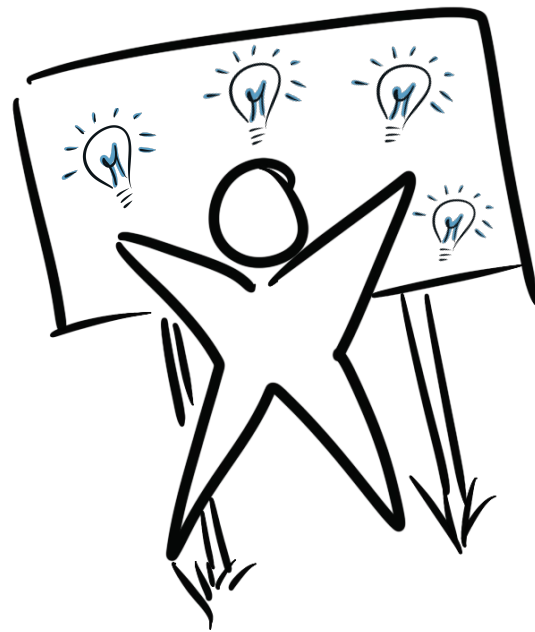
slido

Join at
slido.com
#9248

Which of the causes of “Zoom fatigue” are you experiencing the most of? (select your top 2-3)

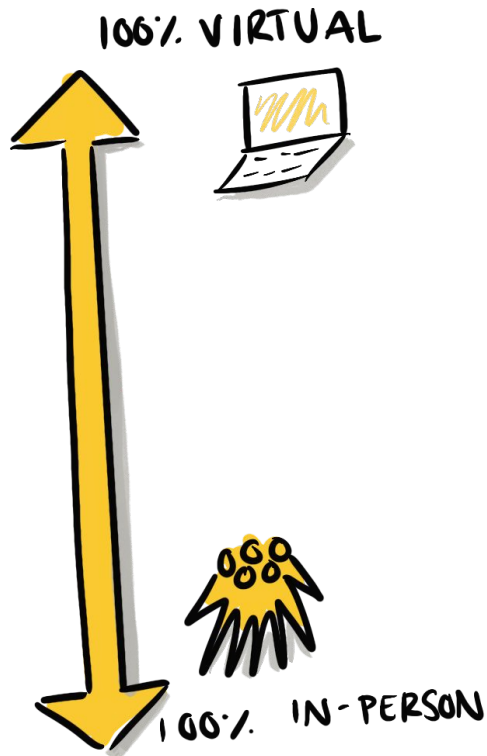
Professional Development is effective when it is

Content Focused	Incorporates Active Learning
Supports Collaboration	Uses Models
Provides Coaching and Support	Offers Feedback and Reflection
of Sustained Duration	



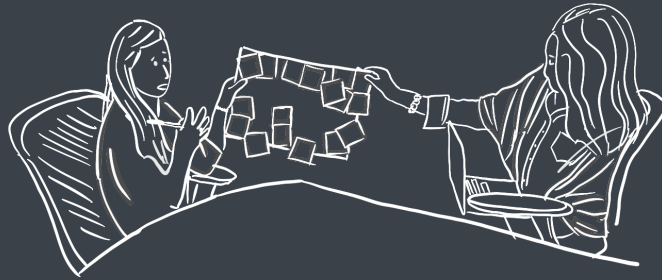
Source: [Learning Policy Institute, June 2017](#)

What changed?



If we are to beat Zoom fatigue, what shift do we hope to see in virtual facilitation for our teams and in ourselves?

Virtual Facilitation



Best Practices for Virtual Facilitation and Learning

Connections

Collaboration

Community

Communication

Contribution

Connections



Two months ago, our work probably looked something like this.

Now it looks more like this...



...or maybe more like this.



Connections

Maintaining connections is more important than ever.

How might we recreate the feelings that were fostered in environments like these...



...when our interactions with our teams has to happen in more isolated ways?

Connections



- Strong connections, either remote or in-person, starts with a foundation of psychological safety
- Can we ask questions on a virtual meeting without feeling insecure or embarrassed?
- Think about the last time you were working with colleagues virtually. Did you...
 - Feel like you could ask what the goal of a project was without sounding like you're the only one out of the loop?
 - Opt for continuing without clarifying to avoid being perceived as unaware?

Connections

How are ya fEeling?

* Required

We think folks might be generally fall into these three buckets of feelings and would love to learn about your current state, knowing it can change, so that we can provide support across the company. And we'd love to hear about any other feelings- please share below! *

- ☐ I'm mostly feeling okay- making some adjustments but generally have a sense of where to spend my time and how to work
- ☐ I'm feeling pretty confused about what to prioritize and how to spend my time and would love some guidance
- ☐ I'm feeling pretty overwhelmed personally and/or professionally and would love some individual support
- ☐ Other: _____

What else should we know about how you're feeling or what you need from EE at this time?

Your answer _____

Your name (if you're willing to share or if you want follow up)

Your answer _____

Submit

Invest time in checking in at the beginning/end of each week



Jason / Kelly Check-in

Monday, March 23 · 9:45 – 10:30am



Join Zoom Meeting



<https://edelements.zoom.us/j/5714943177>



2 guests

2 yes



Kelly Freiheit
Organizer



Jason Broussard



Purpose:

- Check-in to see how you are feeling
- Review calendar for this week and prioritize work
- Anything else?



JRB:BL:KF Check-in

Monday, March 30 · 12:30 – 1:00pm



Join Zoom Meeting



<https://edelements.zoom.us/j/5714943177>



3 guests

3 yes



Kelly Freiheit
Organizer



Elizabeth Lambert



Jason Broussard



Purpose:

- How are you doing coming into the week
- Celebrate our "wins" from last week
- Check-in on priorities for the week

Beating the “Zoom fatigue” tip to increase **Connections**

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Engaging in a “constant gaze” - which makes us uncomfortable and tired

Frequently going from meeting to meeting with no break or space to mindset shift

Consider setting a norm that you have dedicated breaks (5 mins or less) during long meetings or set your phone to “Do Not Disturb” during working hours.



Collaboration is Important

33%

of employees say
the ability to
collaborate makes
them more loyal

39%

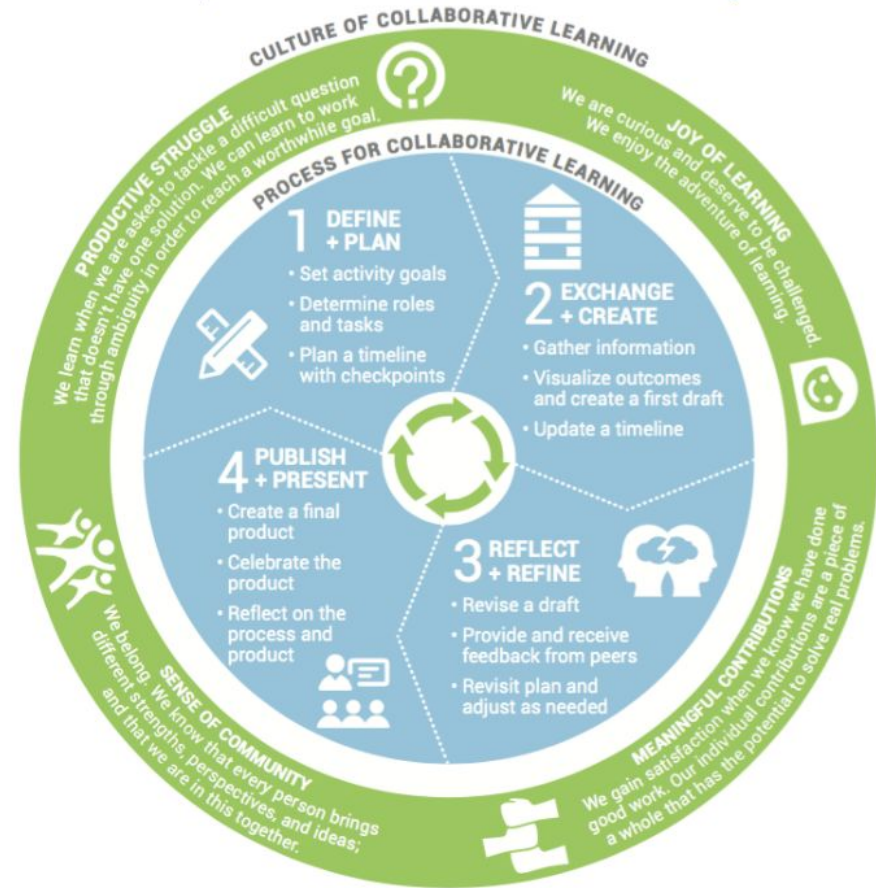
of surveyed employees
believe that people in
their own organization
don't collaborate
enough

“Collaboration involves two or more individuals working towards a common goal and creating a new product *beyond* what they could have achieved individually.”

- *Dr. Nigel Oseland, 2017*

Process, Culture and Outcomes of Collaboration

- Define the **process** of collaborating (how to)
- Create the **culture** of collaboration (what)
- Share the **outcomes** of collaboration



Bring Virtual Collaboration to Your Team

Create Smaller Groups

Breakout rooms on Zoom

Intentional and Random Groupings

Would you need to order two pizzas? Meeting is too big.



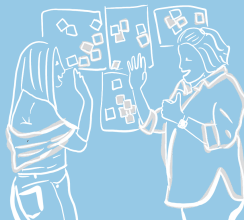
Set up the Space

Intentional space to contribute

Virtual Gallery Walk

Virtual Post-It Notes

Music when people join, during breaks and quiet work time



Make it Fun

Bring joy to meetings

Lunch & Learn with teammates

Set up work time and invite others with music



Beating the “Zoom fatigue” tip to increase Collaboration

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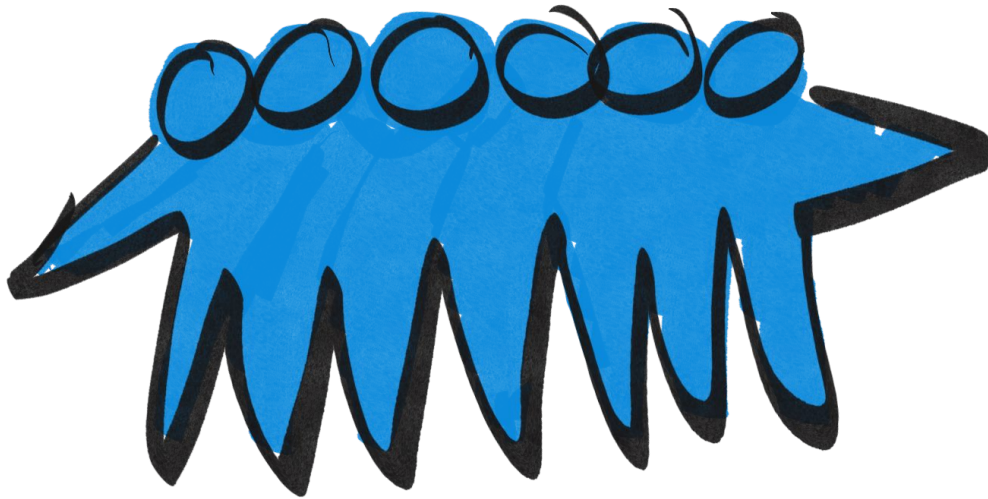
Frequently going from meeting to meeting with no break or space to mindset shift

Swap video calls for asynchronous work when possible *(Consider virtual collaboration tools such as Google Docs or Jamboard)*



Community

WHOLE GROUP



We cannot seek achievement for ourselves and forget about progress and prosperity for our community... Our ambitions must be broad enough to include the aspirations and needs of others, for their sakes and for our own.

– Cesar Chavez

Community

Meditating via Zoom

- + Slows the mind down mid-day
- + Shares a collective mantra
- + Collective experience

Education Elements @EdElements · Mar 13
Taking a moment to pause and acknowledge all of the difficult decisions being made by educators and leaders everywhere. We see how hard you all are working to support your staff, students, and communities in an unsure and fast-moving state of things. Thank you 🙏 #mindfulnoticing

Anthony Kim @anthonx · 21h
"In this moment, there is plenty of time. In this moment, you are precisely as you should be. In this moment, there is infinite possibility." ~Victoria Moran
#mindfulnoticing #21DayMindfulnessChallenge #teamhabits #mindfulness
Show that you are noticing by replying to this post

Day 14:
"In this moment, there is plenty of time. In this moment, you are precisely as you should be. In this moment, there is infinite possibility." ~Victoria Moran

Team Habits Tracker

- + Individual habit building
- + Share updates and hold each other accountable

Quaran-TEAM Habits Tracker Template for: _____

The Big Ripple I want to see is: _____

Circle as many as apply: Professional Physical Nutritional Financial Spiritual Relationship-oriented

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	DAY 12	DAY 13	DAY 14
Move your Body (exercise)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Get outside (fresh air)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tweet or Post on Social Media (work-related)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7+ hours of Sleep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meditate or Journal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drink water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connect w/ family or friends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connect w/ at least 1 of your districts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connect w/ a teammate with whom you don't normally work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ee-challenge-room

Theme days

What should the theme be for tomorrow's dress-up day?

- 1 Hat day 5
@Noah Dougherty, @JRB, @Purvi Patel, @Kristen Howell, @Courtney
- 2 Sports Apparel Day
- 3 Neon Day 14
@Daniel, @balto, @monicashah, @katiecamp, @jillthompson, @nataliewoods, @Drew, @andrea, @Cristina Strunk, @kelly, @Dana, @Pamela, @Jenn, @japneet

Team Surveys

How are ya fEELing?

* Required

We think folks might be generally fall into these three buckets of feelings and would love to learn about your current state, knowing it can change, so that we can provide support across the company. And we'd love to hear about any other feelings- please share below! *

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What else should we know about how you're feeling or what you need from EE at this time?

Your answer _____

Your name (if you're willing to share or if you want follow up)

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Beating the “Zoom fatigue” tip to increase Community

Forced to focus more intently on content

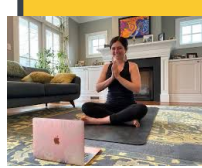
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Might be distracted by home responsibilities

Engaging in a “constant gaze” - which makes us uncomfortable and tired


Frequently going from meeting to meeting with no break or space to mindset shift

- Keep a 3 meetings per day rule when possible
- Host fun virtual events (but make them optional)
- Honor that we are bringing our whole selves to work
- Schedule in “white space” or “brain breaks”



Middletown + EE Weekly Check-In 12 – 1pm
Final runthrough: NY Short Course 1pm, https://edelements.zoom.us/j/97137293511
HOLD: No meetings please 2 – 3pm
Gabby ↔ Shelby 1:1, 3pm, https://edelements.zoom.us/j/97137293511
Dallas ILC EOY call prep, 3:30pm

Communication



“The greatest problem with communication is the illusion that it has been accomplished.”

- George Bernard Shaw

Create the Space for Communication

- Join virtual meeting before it starts to **casually connect** with people
 - *Just like a teacher might greet students at the door or you would do at the beginning of a meeting/PD you are leading*
- Convey **warmth** and **positivity**
 - *Does it feel like a pre-recorded webinar? Have you smiled recently? What does your body language say to others?*
- Use individual's **names**
 - *It is important for people to feel seen and heard*
- Encourage people to **share in variety of ways**
 - *Chat feature, take the floor and speak, screenshare, etc*



Beating the “Zoom fatigue” tip to increase Communication

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Swap video calls for phone calls when possible. Start and end with a check-in to practice hearing everyone's contributions.

How are you?



CHECK IN Q'S



WHAT IS OCCUPYING YOUR MIND AS WE START THIS MEETING?



ON A SCALE OF 1 TO 5, HOW ARE YOU FEELING COMING INTO THIS MEETING?



WHAT COLOR REPRESENTS HOW YOU ARE FEELING RIGHT NOW?



WHAT'S BEEN THE HIGH AND LOW POINT OF YOUR DAY/WEEK?

Contribution Tips and Tricks

Build on Ideas

Build on other's suggestion or idea.

Be Supportive

Express approval of comments or contribution

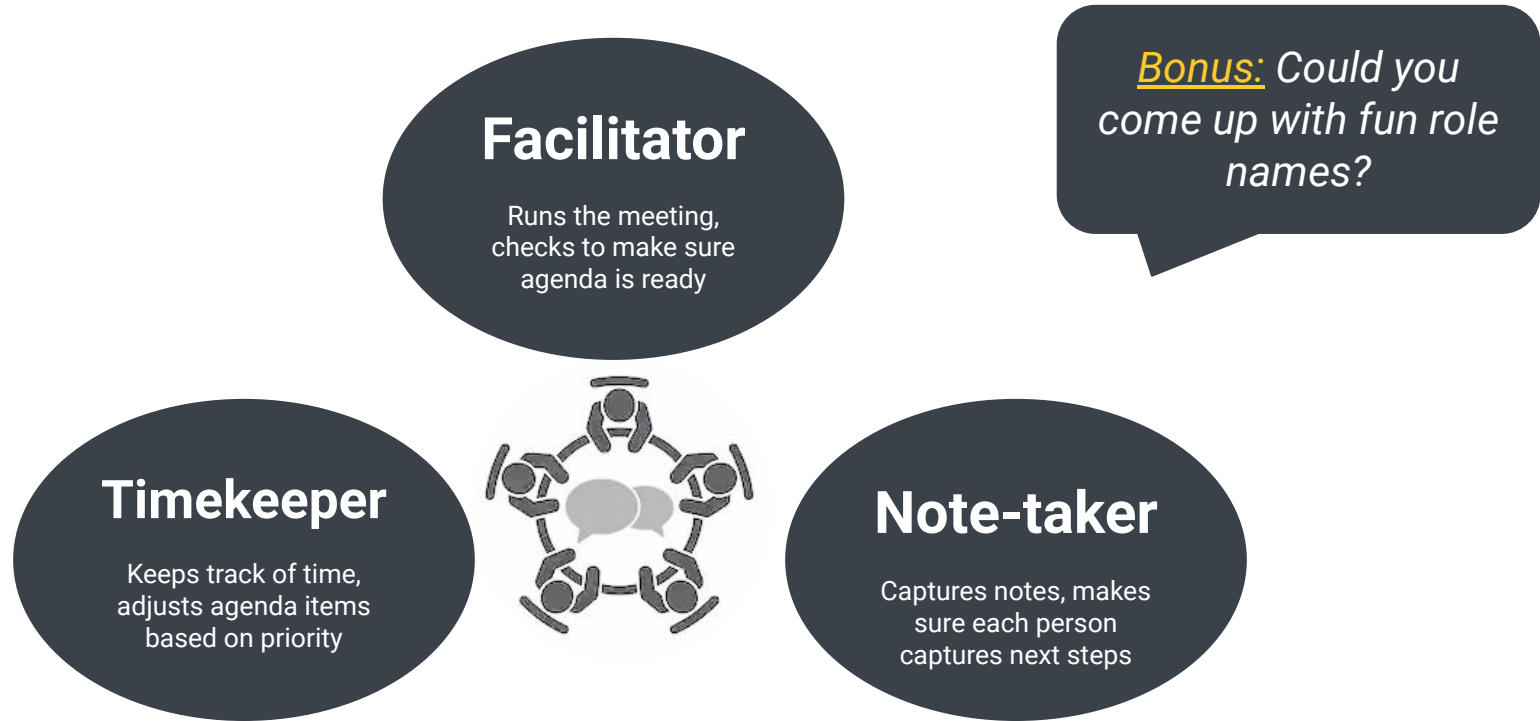
Check Understanding

Ask questions, review information or request confirmation

Encourage Participation

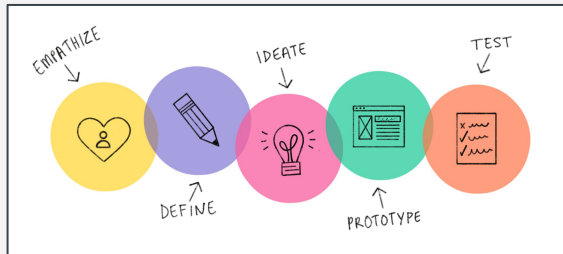
Ask people to contribute or introduce a point that would spark a comment/reaction

Rotate Roles to Increase Contribution



Brainstorm as a Team

Bring Design Thinking to your meetings ... great way to encourage contribution!



Example:

How might we make virtual meetings the most **EXCITING, **DELIGHTFUL**, **COMPELLING**, and **MOST ANTICIPATED** part of our days?**

Beating the “Zoom fatigue” tip to increase **Contribution**

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Only invite necessary attendees. Consider whether the meeting purpose is to **share information** or **make decisions**:

- If you want someone at the meeting to **share information**, consider sending an email or video recording.
- If you want someone to **help make a decision**, you should invite them to the meeting



Angela Kennedy-Toon 1:58 PM

hi team---looking for ways to free up your calendars and

I'm also excited to share that Education Elements is declaring Friday, May 22nd a **Zoom Holiday**. In honor of this very special day we ask that you:

- Cancel any internal zoom meetings scheduled for that day
- Avoid scheduling any client zoom meetings on that day
- Use the time instead to catch up work, churn through your to-do list, read through all of those bookmarked resources on slack (hopefully outside somewhere), or whatever your heart desires to help you enjoy a much-deserved, restful 3-day Memorial Weekend. (Yes! Monday the 25th is still a holiday/day off!)

Connections

Collaboration

Community

Communication

Contribution

In the chat:
What tip do you
plan to bring to
your next meeting?

Collaboration: (insert idea)

Thank You!

Stay safe, stay healthy!

We love to hear what resonated with you! Take a moment to join the **Twitter conversation** by sharing your next step, an Aha!, or a tip you are thinking about.

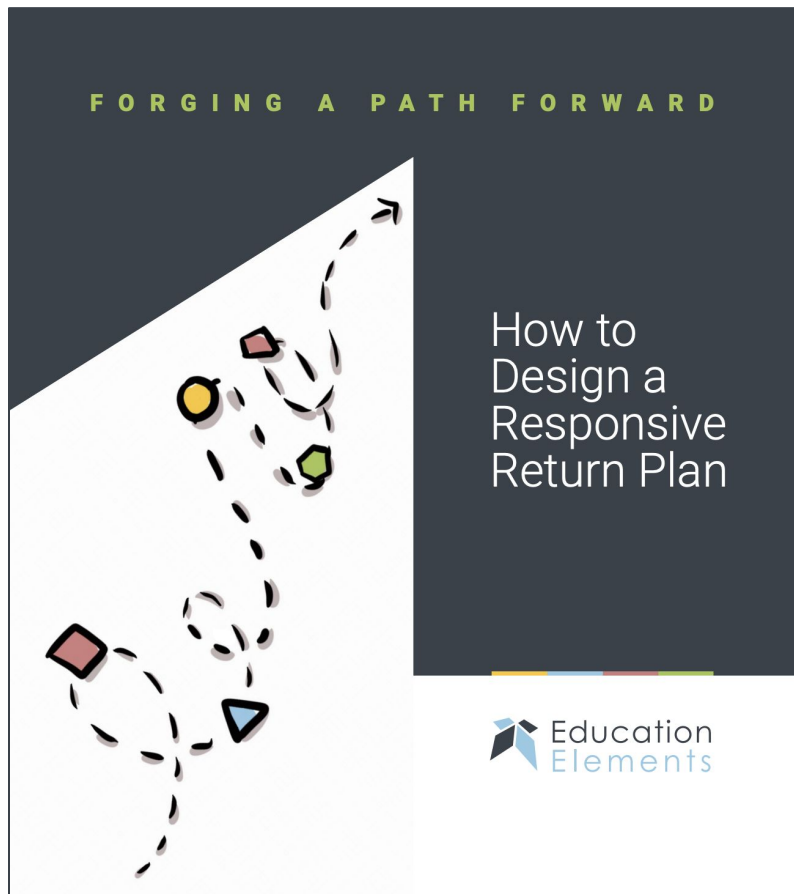


@edelements
@gabEEinDC
@NatalieWoodsEE



fb.com/edelements
www.edelements.com/blog

NEW Resource: How to Design a Responsive Return Plan



This guide presents the Education Elements philosophy on how to use responsive practices to plan your district's return and provides a four-step process for examining multiple return scenarios given considerable uncertainty and unknowns.

STEP
1

IDENTIFY
KNOWNs AND
UNKNOWNs

STEP
2

BUILD
SCENARIOS

STEP
3

RECOGNIZE
CONSISTENCIES
AND PRIORITIZE

STEP
4

COMMUNICATE



VIRTUAL EVENTS 2020

Go Here to Learn More and Register:
bit.ly/virtual-events-2020

MAY 13 - 14

Designing Student-Centered Learning

JUNE 3 - 4

Responsive Team Habits in the Age of COVID-19

JUNE 16 - 18

Designing Schools for Learning Continuity Conference

EDUCATING **THROUGH** COVID-19



Addressing The Widespread Impact of Coronavirus on Schools



Free webinars



1:1 Office Hours



Facilitated Coffee Chats



Articles & Downloads



Leadership



Virtual Learning



Equity and Access



Teacher Recruitment,
Retention & Self-Care



Operations, Meetings,
and Logistics

FREE 1:1 OFFICE HOURS available! Sign up here:
www.edelements.com/covid-19-office-hours