RESOURCES FOR FACILITATING EFFECTIVE VIRTUAL MEETINGS

Virtual meeting platforms have become an integral part of many County employees’ workflows as we continue to shelter in place and minimize physical contact. Conducting these virtual meetings require preparation as they are considered one of the most effective conduits used to ensure business continuity. Here is a list of resources, which will help you keep your meetings productive and professional.

County Resource
Technology Services and Solutions
☑ Virtual Meeting Solutions

sccLearn Resources
Contributing as a Virtual Team Member (WBT-17 min)
Establishing Effective Virtual Teams (WBT-23 min)
Microsoft 365 Fundamentals: Skype for Business, Teams, & Collaboration (WBT-39 min)
Organizing and Hosting Meetings (WBT-51 min)
Trust in Virtual Teams (Book)

LinkedIn The Learning Blog Resources
Leading Virtual Meetings (video-32 minutes)

Additional Resources Online
Zoom Exhaustion is Real. Here Are Six Ways to Find Balance and Stay Connected (Article- mindful.org)
‘Zoom fatigue’ is Taxing the Brain. Here’s why that Happens (PDF Doc)
Zoom Video Tutorials (Online ZOOM Help Center)

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