ADAPT OVATE

Conducting Remote Workshops

TOOLS

DOWNLOAD OUR 24 PAGE GUIDE

Making Remote Working Successful

Video Conferencing tools:
GoogleMeet
Microsoft TEAMS
Zoom
WebEx

RULES OF ENGAGEMENT

Camera On

Mic On

Mic On

Mute when not speaking

Signal to speak

Test the tech

Use Chat

FACILITATION

Take regular pauses

Engage each team member

Spend extra time at the beginning outlining objectives & outcomes

Have a co-facilitator

MATERIALS

Receive relevant materials before

COLLABORATE

Use collaboration tools regularly during session

Collaboration tools include:

Miro
Trello
Mentimeter

Visit adaptovate.com/making-remote-working-successful/ Our free 24 page guide.