

COACHING FOR EMERGING LEADERS, INDIVIDUALS, AND SMALL GROUPS

KICK CONFLICT TO THE CURB: GET THE RESPECT YOU DESERVE!

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Welcomes



To

Energized Virtual Meetings No More ZZZZZ's!



These 5 Rules Will Improve Your Virtual Engagement

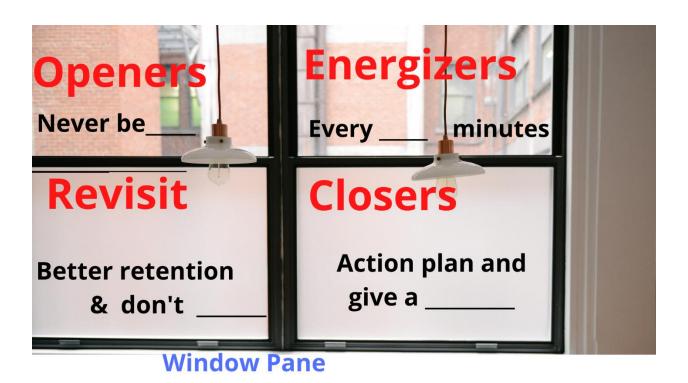
- 1. The 60-Second Rule

 Use a statistic or story to let participants understand the content immediately.
- 2. The Responsibility Rule
 Set the tone that participants are not observers and the session
 will be participatory.
- 3. The Nowhere to Hide Rule
 Use break out rooms and give clear and special tasks to let
 everyone know their role.

- The PowerPoint NO Overload Rule
 Mix facts and stories and use minimal slides unless it's a webinar.
- 5. The 4 Minute Rule

 Never go longer than 4 minutes without giving the group an activity (write in chat, stand up, reflect your lesson).

Your agenda becomes a windowpane to engage others.



Openers

An informal opener allows others to join in the
and stop being on their
Makes people feel
Is relevant to the
<u>Comfortable – devices – content - conversation</u>
Three common mistakes speakers/trainers make when giving an online presentation. Avoid them like the plague! 1. Jumping into immediately.
2. Constantly reviewing material and not
3. Using the close to and not reflecting on
upsell - action steps - content - revisiting

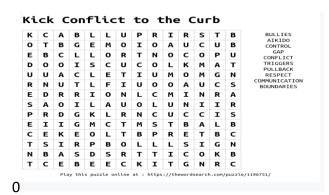
REVISIT

Revisiting increases	and
What gets used at the job	is the most important aspect
of our programs.	
Fill in the blank helps with	the transfer of
·	
It's all about involvement,	
and ac	tion ideas.
Revisiting is	because the
participants reflect and wr	ite things down while
reviewing is passive.	
Active - retention - refle	ection – time - learning -
application	

Transfer of learning is about involvement, reflection time, and action plans.

Energizers

- Controlled stretch break: go to another room or window
- Pick who will be going next
- Ask a question and ask them to stand up if they can do so after they had a moment to reflect
- Doodle the most important concept
- Share in Breakout room {BOR}
- Reflect
- 2 truths and 1 "lie"
- Book titles
- Wheel of Names
- Hot seats
- Puzzles: Thewordsearch.com/puzzle



The pre-planning form for this session.

1- hour session template checklist

Group Engagement	My Content

Stand up	If you like this idea.
Write lesson	Tell a story or give statistics
<u>Poll</u>	Ask an engaging question.
Windowpane	Agenda with 4 main ideas
Windowpane	Openers Openers
Reflect	How will you use openers
Windowpane	Revisit
BOR	Draw a doodle and share.
Share in large group	2-3 people speak.
Windowpane	Energizer
Books (read/shred	Activity
Hot Seat	Volunteer practices
Write in chat	Lesson from a story
Q & A	40 minutes in
Poll	Measure progress
Windowpane	Closers
Best idea/plan	Action plan
Great closing	Celebrate/circle back to beginning/
	Use a story/give a challenge

Closers

- Participants need to leave being impressed with themselves.
- They feel more confident than before the training.
- The content is complete.
- Tie everything together.
- The most important concept you will use and how will you use it? (chat/write it down/share to the group)
- Give them a challenge.

Hey Non-Profit Professionals, you're getting a challenge too!

Here is your challenge

Send Joyce an email Joyce@JoyceWeiss.com on your biggest take-a-way and how you will use it. You will receive a brand-new video - NO More ZZZZZ's in your virtual training – using props!

Who is Joyce Weiss, M.A., CSP, CVP?



As a **Communication Strategist** and **Master Coach**, Joyce works with individuals and organizations who want to make sure that everyone feels heard and respected to **Kick Conflict** to the **Curb!**

She teaches her clients how to handle conflicts and power struggles with peer bullying, micromanagers or mediocity with confidence while keeping their cool.

What makes Joyce's consulting, coaching and on-line programs unique is not just the content she delivers, it is also the personalized, fun interactive style, and 30 years of business, facilitation, and training experience found in everything she does.

Joyce's professional accomplishments include:

- Recognized as a **Specialist in career advancement** and conflict resolution
- Received Master's Degree in Guidance and Counseling from Oakland University in Rochester MI
- Earned and Maintained Certification as a "Best Practices Company"
- Developed proven trademarked communication strategies that are effective and provide lasting-results
- Authored 3-books: Take the Ride of Your Life, Full Speed Ahead and Communication Skills at Work.
- Created online virtual experiences with new engagement tools for retention and action
- Earned the designation of Virtual Certified Presenter through Espeakers
- Awarded International Designation, as a Certified Speaking Professional from the National Speaker's Association and The International Federation for Professional Speakers (Less than 200 women worldwide hold the CSP Credential)

Grab your FREE personalized communication assessment at www.KickConflictToTheCurb.com