Ally Skills Workshop - online tips & tricks

Welcome to the online Ally Skills Workshop! Here are a few tips and tricks for making the workshop go more smoothly.

General instructions

- **IMPORTANT:** Please update your name in the Zoom meeting to be the name and pronoun you want to be addressed by in the meeting. Do this by clicking on "Participants," mousing over your name, and clicking "Rename." Example: "Valerie (she)". This is important for creating more diverse discussion groups later on. NOTE: *please use the name and pronoun you normally use in this group of people. If you are considering coming out as a different gender or name than people in this group know you as right now, please do not feel pressured to tell them your new name or gender right now.*
- Please use headphones when you join the meeting. Without them, you are more likely to create distracting echoes or loud feedback.
- Please mute your microphone when you aren't speaking. The mute button is in the lower left hand corner of the Zoom app.
- If you have a question while we are all in the main video conference, you can either verbally interrupt the instructor, or use the "Raise hand" feature of Zoom. To use it, click on "Participants" and click on "Raise Hand" at the bottom of the participants list. Please use this instead of the chat to ask questions - the instructor does not always get a notification when someone sends a message in chat.

Using breakout rooms

- When it is time for group discussion, you will get a pop-up message inviting you to join a breakout room. Accept this invitation.
- You will no longer be able to see the slides when you are in the breakout room. The instructor will copy the scenario description into the group chat, which everyone can see. (Remind them if they forget.) The gatekeeper should kick off discussion when you have all joined the breakout room.
- Be generous in affirming what others say verbally - it is harder to see things like people nodding their heads yes or smiling in agreement over video.
- If you have a question while you are in the breakout room, use the "Ask for help" button in the menu bar.
- When time for group discussion is over, you will get a 60 second warning that the breakout room is going to close. Go ahead and keep talking with your group for the remaining time. When the 60 seconds are up, you will be automatically returned to the main video conference.