# **STOP MODERATOR NOTES: SESSION 1 - Kickoff**

## THE PLAN

	<u>Tuesday AM</u>	Wednesday AM
Presenter = Co-host:	Jeff	Jeff
Moderator 1 = Host:	Shawna	Nancy
Breakout F	Rooms!	
Moderator 2 = Co-Host:	Darren	Shawna
Running Kahoot this week:	Host	Host
Whiteboard: No		
Zoom Poll: No		

## **ABOUT 30 MINUTES PRIOR**

#### Moderator 1 / Host

- If you are not the first one signed in you won't be the host. Open the participation window to see who is and ask them to switch you to host. You may need to switch them to co-host if they are a presenter or moderator.
- Click the Security icon in the Zoom toolbar and click the allow rename option to enable it

There are a lot of introductory overviews and explanations during the kickoff. Be sure you have all of the following open, you're ready to switch to them and screen share when needed.

- Launch the Wheel of Forced Participation
  - https://wheelofnames.com
  - Logon: xxxxxxxxxxxxxxxxxxxxxxxxx
- In subsequent weeks you will
  - Open the Excel Leaderboard tracker from the Teams Files page
  - Add each name to represent tickets earned during last week's class
- You are explaining how Kahoot works and moderating the two question introductory game this week. Launch Kahoot ahead of time and access the game launch screen so you are ready to activate the game.
  - Game Name: STOP Kickoff
- Open the Word Document with the "Using Zoom Tips & Tricks" document so you are prepared to launch the screenshare as people join and assist them with the following as needed.
  - o Renaming yourself if needed
  - Launching & popping out your chat
  - Pop out the participation window
  - Yes, No reactions
  - Thumbs up!
- You can stop sharing if you need to using the Stop Share button at the top of screen, then launch it again as people join the class



# WHEN YOU JOIN THE SESSION

### Moderator 2 / Co-Host

These are very important steps during the kick-off to help familiarize people with the platform and setup for future sessions during the training!

- Greet people as they arrive, we want this to be a friendly, fun, participatory atmosphere. Your host is setting things up and won't likely be able to be verbally present.
- Open chat and the participant windows and reposition them on one side of your screen
- Verify you are on Grid View by looking in the upper right of your screen. *This is a toggle if you see the word* <u>Grid</u> you are in <u>Presenter</u> mode, click the word Presenter to change to Grid mode
- Drop the following chat into the chat box as people arrive. Be sure to **verbally** ask them to open their chat window at the beginning of each training and "pop" it out so they can see it.
- Watch the participant window and if you see someone with an identikey or something other than their name
  - Advise them we need to know who they are, if their name is not correct on screen please rename themselves
  - $\circ$  ~ Tell them to click the chat icon where they will see instructions for doing this
  - Paste the following into the chat box
    Note: you may need to paste this a number of times as those who join after you have put it in the chat will not see it. You will need to paste it again if someone who has just joined needs help
    - Click the *participant* icon in your Zoom toolbar, hover over your name, click the more button, and select rename
- Verbally remind participants to open their chat so they can communicate with Jeff and the moderators during the training

# **CLASS FLOW**

### HOST: Click the recording button to record the class

CO-HOSTS: The host may still be setting things up, if you don't see the icon to tell you the session is being recorded chat the host **privately** to alert them the class is about to start and remind them to record the class!

- 1. Trainer launches Three Stooges video as humorous overview Moderators
  - Be ready to turn on your video so you can give a thumbs up when you see the video on screen share and also hear the audio
  - Unmute and advise Jeff if something isn't working

This also gives participants practice with thumbs on screen to advise they can see & hear.

### 2. Trainer introduces

- a. STOP for Supervision concepts and materials
- b. Implementation, group discussion meeting and field activities
- 3. Brian speaks to introduce the program and gives time for questions.
- 4. STOP Kick-Off Video

**Moderators** 

- Be ready to turn on your video so you can give a thumbs up when you see the video on screen share and also hear the audio
- Unmute and advise Jeff if something isn't working
- 5. Overview of each unit's focus

- 6. Video to promote "adopting questioning mindset": Tom Hanks, BIG
- 7. Course schedule and layout
  - a. Class dates, times and option to join the other class if you have a conflict
  - b. c. Each week
    - i. You will read the information in the next unit, consider what you are learning, answer some review questions, then do a field activity.
    - ii. In class we will discuss concepts learned, go over the answers to the review questions, and discuss the field activity.
- 8. Rollout of tools

It's all about participation and conversation. In an attempt to bring some lighthearted fun to the class we will use the following format as we go through the concepts learned, review questions and the field activity.

- i. Over the duration of the course you'll be collecting Participation Points, your class moderator will keep track of the points and display them on the leader board before the start of class each week. ? Use a nickname on the leaderboard or real names?
- ii. Trainer will call for discussion, participation points will be given
  - 1. 2 "points" for those who volunteer to speak. *Caviot, same person can't volunteer all the time or we'll start using the wheel all the time.*
  - 2. 1 "point" if no one volunteers and you are selected to speak Launch "Wheel of Forced Participation"
- iii. First call to order at the next class, beginning with unit \_\_\_\_\_ on *date*, will be to draw a name for a prize. Entries will be based on participation points earned the previous week.
  - 1. Points accumulate each week for a drawing the next week at the start of class, must be present to win.
  - 2. Points also accumulate until the end of the course when we will have a drawing to wrap up the course.
- 9. Workbook Review Answers will be via Kahoot, this week is an introduction to the tool Use the PowerPoint slides to introduce the platform, then launch the Kickoff game
  - PPT Slide overview
  - Go to Kahoot screen and prepare to launch as you ask them to open Kahoot.it on their phone or a second computer screen
    - Remind players it is best to keep Zoom on their computer or one of their computer screens and access the app or Kahoot.it from another device or screen
  - Their role is a student
  - If they don't get a nickname spinner, they should just type a nickname in the box. They can use the same one each week or switch it up. This is mean to be anonymous unless they choose to reveal who they are.
  - Review the participant window to make sure the same number of nicknames show up as people in the class
    - Speak through whether you have the same number of participants as nicknames
  - Moderating Kahoot
    - Turn down your computer volume so the Kahoot music is there, but does not overwhelm your voice as you explain the platform during the game.
    - o Remind participants to
      - Watch the Zoom screenshare to see the question

- BUT Select the color corresponding to their answer on their second screen, their phone or other device (tablet).
- Reiterate that this one's just for fun and to learn the platform!
- Prepare launch and navigate the questions as you wait for everyone to join and assist with technical difficulties
  - Launch Question 1

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- *Read first question: Is it a good idea to clip your chainsaw to your belt when going up a ladder?* 
  - Definitely not! You might lose a leg or the ladder!
  - Use the *next* button to move through the screens after each question
    - You'll see whether you answered correctly on the screen you answered from <u>NEXT</u>
    - Once everyone has answered, or time is up, you'll see the correct answer on the screen and the class standings <u>NEXT</u>
    - Then a leaderboard cumulative points so far in the game <u>NEXT</u>
    - Points are earned for correct answer, more points are earned for quick answers and successive correct answers!
    - Ready for the Next Question?! This one's a little harder but we only have 2 this time.
- Launch Question 2
  - Read the second question: What does STOP stand for?
    - Safety Training Observation Program
- Launch Podium congratulate the winner! Note that the winner earns \_\_\_\_\_ "virtual tickets" for the drawing to be held next week, all tickets are included in the drawing held at the end of the course!
- 10. Trainer will review parameters for the next unit's field activity and close out the session.

#### **Moderators**

- Camera & mike on, be social so they get used to interacting with you in chat if they need help in future sessions
- Stay in the meeting
- If someone is not leaving use the *More* option in the *Participant* window to dismiss them from the meeting.

## **AFTER THE SESSION**

Participate in a quick wrap up to discuss what went good & not so good Review what the breakout or activity will be in the next session to ensure there is a plan or a plan to create a plan Moderator 1 / Host

- Take any notes that need to be added to the session notes for next time around
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### Heads Up For Next Session Breakout

Initial Self-Eval – Host will need to be prepared to use the Word document template on Teams to screenshare and add self eval numbers to the quadrants on the template.

- Are we adding up live in class or will they add and send totals to the trainer via email ahead of time? If so the trainer will need to forward the numbers to the host to prepare the template.
- The host will need to update the template with the numbers either before or during class and save it to files on the Teams STOP channel.
- We will also need to access it again later in the course.