

Tom's Tips, Tricks, Tactics, and Techniques for Totally Terrific Room Leaders

- Start with a smile, people hear it in your voice, but also, it's video streaming, so you know, they see you.
- Have the Intro Section of the Room Leaders Guide up on your 2nd monitor or phone, and don't hesitate to just read off of it. The new people NEED it, even if the (ir)regulars zone out.
- Explain what the "popcorn" process is if you use it in your room.
- Keep track of who has introduced themselves in your room on a little sticky note where you draw the layout of the screens in Zoom and just X out those who have completed their intro (this is the easiest method compared to quickly writing a list of people).
- If someone joins in the room late, make note of the intro/topic/current discussion in the Zoom chat so that they can join in.
- Go in order of hand raises wherever possible unless someone yields their time to the current speaker.
- Nod a lot when people are making good points or seem hesitant while speaking, thumbs up or other affirming gestures are also good!
- As the Lead, feel free to interrupt the hand raises to gently guide the conversation if it might be getting too negative or into concerning topics.
- Keep track of people who haven't spoken, chatted, or contributed to the conversation. About halfway through the meeting, make sure to offer an opportunity for them to add to the discussion if they would like, or ask if there are topics they wanted to cover. Something like "Not everyone has had a chance to talk today, if X, or Y, or Z wants to add to the current topic, or bring up something else, we would welcome their contribution!"
- The subtleties of in person communication work almost as well over zoom, so if someone is monopolizing time, unmuting and gently clearing your throat, sighing, tilting your head to one side, slightly shaking your head, disappointedly staring away from the screen/camera, or anything else you would expect a (or your) wildly disapproving parent to do in the same situation, it's ok here.
- If a topic needs to be wrapped or a few people are having a conversation that is not allowing others to join, hand raise and outright change topics, or interrupt and change topics.
- If you are in a room where you are NOT leading, but feel like there is an important moment to utilize one or more of these methods above, you are empowered as a SUPER OFFICIAL CERTIFIED VC ROOM LEAD to do what is right.