

In the spaces below, you'll try out a few simple tasks to get you ready to collaborate virtually.

In the space below, type a greeting!

- Hope everyone is staying healthy and sane!
Bom dia!
- Bon dia!
- Good Afternoon!
- Good evening!
- Good morning, nice weather isn't it?
- Greetings from the Motor City!
- HI THERE EVERYONE FROM FLORIDA
- Hello for sunny California
- Good morning!
- Good afternoon!
- Greetings from Maryland!
- Hi!
- Hello from Australia.
- Hola from Madrid

Introductions

In the table below, write your name, an outcome you'd like to get out of the upcoming workshop, and one interesting thing about yourself.

If there's no space in the table, select the bottom row, right click, and click "Insert Row Below." Then, scroll down to the next section.

Name	Outcome	One Interesting Thing
Brian	Lower the barrier to collaborating virtually	I once built a canoe
Lauren	Learn to manage conflict virtually	I love to dance
Erin	Capable of holding the virtual space for large groups; balance divergent perspectives	I teach yoga
Wade	Learn how to balance technology with group process	I illustrate professionally
Dean	Pick up a few new methods for running good virtual meetings	I sing opera

[illegible]

[illegible]

Out of space in the table? Add a row!

Right click on the bottom row and select “Add Row Below.”

Open Outline view

If the Outline view is already open, you should see this document's headers in a field to the left of the page. If Outline view isn't already open, click this icon on the left:



Navigate to the Challenges section

Using the Outline view, navigate to the section that's titled "Challenges" by clicking on the word "Challenges" in the list to the left.

This is a blank page! Just ignore it.

Challenges

In the space below, type one or more answers to this question: “What challenges do you face when collaborating virtually?”

- Knowing some key ways I should adapt my style when facilitating virtually versus in-person
- Engaging with people when you can't make eye contact through the camera AND see their faces at the same time+1+1+1+1+1
- Managing the tech seamlessly without interrupting the conversation+1+1+1
- Keeping up the energy+1+1+1+1+1
- Trying to figure out how to innovate and capture ideas... how do we recreate sticky notes and white boards in a virtual setting? +1+1+1+1
- What about multi-tasking? How can we keep people focused?
+1+1+1+1+1+1+1+1+1+1
-

Then, in the space above, if you agree with the challenges others have posted, add a “+1” to the end of that challenge.

That's it! You now have all the skills you need to be ready for the workshop. See you soon!

Practice header

This is a table:

Strengths <ul style="list-style-type: none">• Our team• Leadership• Best athlete model	Limitations <ul style="list-style-type: none">• Corporate growth• Hours expectations
Opportunities <ul style="list-style-type: none">• Work with organization to design a collaborative working model that works for everyone	Risks <ul style="list-style-type: none">• Lose team members• Can't meet organizational needs

