

## ***[Audience Engagement]***

**Introduction:** Making sure your audience is engaged during a meeting is a crucial aspect of holding effective meetings. This Vyond video will be put in one slide of a storyline module on how to have effective meetings.

**Learning Objectives:** Identify techniques to promote attendee engagement during meetings.

### **Outline:**

1. Introduction
2. Consider the time of day when scheduling meetings
3. Foster psychological safety
4. Get everyone involved
5. Summary/wrap up

**Characters:** One main character as narrator/instructor; Other characters in scenes to serve as additional employees in the office

**Color Palette:**  (same color palette as the rest of the storyline module)

1. [Time of Day]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Informal office setting. There is a text box with the words “Time of Day” written on the	<b>Narrator:</b> Keeping attendees engaged during a meeting is crucial to ensuring the meeting is effective. Today,	Clock should change times for each change in discussion of meeting times. Clock zooms in	

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<p><b>on window of the office scene.</b></p> <p><b>Employees look tired/yawning during discussion of early morning meetings; clock shows 8:00</b></p> <p><b>Employees more awake and sipping coffee during discussion of mid morning meetings (clock changes to 11:00)</b></p> <p><b>Employees chatting comfortably during afternoon meeting discussion. Clock changes again to 3:00.</b></p>	<p>we will explore essential strategies to ensure your meetings are productive, interactive, and engaging for your employees. Let's dive in!</p> <p><b>Narrator:</b> First, let's talk about scheduling meetings at the right time of day. Consider the following options: Early morning meetings.</p> <p><b>Narrator:</b> Early mornings can be tough for everyone. If you must hold a meeting during this time, keep it short, around 15 minutes or less. Ensure all preparation is done the day before to maximize productivity.</p> <p><b>Narrator:</b> Mid-morning is generally more effective. By this time, participants have had a chance to get some coffee and tackle essential tasks, making them more focused and engaged.</p>	<p><b>on clock showing 8:00 then out on a clock showing 11:00</b></p> <p><b>At the end of the scene, camera should zoom in on the door in the scene to give the impression of leaving the room.</b></p>	
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	<b>Narrator:</b> The sweet spot for afternoon meetings is between 2:30 and 3:00. Avoid scheduling too soon after lunch, as employees might feel sluggish. Likewise, too late in the day can make them clock-watchers.		
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2. [Fostering Psychological Safety]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
<b>Office with only the narrator in it. The narrator is sitting at a desk and has a whiteboard next to the desk with “Psychological Safety” written on it.</b>  <b>Notes appear on the whiteboard that say</b> *Focus on performance *Training *Normalize Vulnerability	<b>Narrator:</b> Now, let's talk about fostering a culture of psychological safety and collaboration. This helps promote open discussion and debates, leading to innovative ideas and solutions.  <b>Narrator:</b> Psychological safety can be improved when performance is made a focus, training is provided to both individuals and teams, and vulnerability as it relates to work is normalized.	<b>Narrator is seated and talking during section 1 of the script.</b>  <b>During sections 2 of the script she is standing by the whiteboard with a marker and writing notes.</b>	

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<b>Narrator is next to the whiteboard but is no longer writing. Notes remain on the board.</b>	<b>Narrator:</b> When individuals feel safe to take risks and share vulnerabilities, they are more willing to engage in the free exchange of ideas, concerns, and questions.	<b>During Section 3 the narrator has put down her marker and is simply standing by the whiteboard talking</b>	
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<b>3. [Involving Everyone]</b>			
<b>Visuals/Graphic</b>	<b>Script/Audio</b>	<b>Programming/Animation Notes</b>	<b>Comments</b>
<b>Employees in a conference room. There is a laptop on the table in the center between them. The narrator is on the screen talking. There is a whiteboard in the room. During part one of this script section the whiteboard shows “Get Everyone Involved.” One employee is standing next to a large notepad and looks to be writing notes on it. On it says Notes in large print. Under it, he’s written</b> <ul style="list-style-type: none"><li>● Consider strengths</li><li>● Assign Roles</li></ul>	<b>Narrator [1]:</b> To ensure everyone participates actively, consider the strengths of each individual. Assign meeting roles such as a notetaker or timekeeper. This distributes responsibility and encourages involvement.	<b>Character next to large notepad has a neutral expression and looks to be writing notes on it with a marker.</b>	

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<p><b>Two people will be presenting to the group (one standing on either side of the whiteboard and talking). On the whiteboard will be a video of a graph playing. The character that was writing notes on the large notepad is now sitting again, and the large notepad is not visible.</b></p> <p><b>All employees are sitting around the table. The whiteboard shows</b></p> <ol style="list-style-type: none"><li><b>1. Ask open ended questions</b></li><li><b>2. Make sure everyone has a voice</b></li></ol> <p><b>One of the characters that has been sitting quietly up until now is now talking. Another character is nodding and smiling as if in agreement with what the quiet character is saying. The character that was writing on the large notepad earlier in this scene</b></p>	<p>Narrator [2]: Ask different employees to present topics or lead discussions. This provides a chance for diverse perspectives and engages participants in various ways.</p> <p>Narrator [3]: Encourage all attendees to join the conversation. Ask open-ended questions to gauge thoughts and opinions. Make sure to monitor the discussion and ensure that everyone has a voice.</p> <p>Narrator [4]: Be mindful of quieter employees and invite them to share their thoughts and opinions. Provide support and encouragement, making them feel valued.</p>	<p><b>Two characters on either side of the whiteboard talking (as if presenting).</b></p> <p><b>One character is talking. Another is nodding as if in agreement. The character that was writing on the notepad is now writing additional notes on the notepad.</b></p>	
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<p>is now standing again writing notes on the large notepad. The notepad shows Notes in large print at the top. Underneath is written in smaller print Encourage and support quiet employees</p> <p>During section 5 of script in this scene: Respond thoughtfully gets added to the notepad. Character writing on the notepad now has a happy expression.</p>	<p>Narrator [5]: Respond thoughtfully and individually to each member's contributions. Acknowledging their input creates a positive and inclusive atmosphere.</p>		
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4. [Summary/Wrap Up]			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Employees/audience starts this scene standing around the table chatting with each other. The video of the graph is back on the board (as if	Narrator [1]: By following these strategies, you can create engaging and productive meetings that harness the collective	Characters are talking during audio 1 of this scene.	

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<p><b>they are discussing the data again).</b></p> <p><b>During section 2 of this scene Happy Meeting! is written on the whiteboard.</b></p>	<p>creativity and expertise of your team.</p> <p>Narrator [2]: Remember, considering the time of day, fostering psychological safety, and involving everyone are the keys to success. So go ahead, plan your next meeting with these tips, and watch as your team's performance improves! Until next time, happy meeting!</p>	<p><b>Characters walk out during audio 2 of this scene.</b></p>	
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