

A note from Cheri to participants in Zoom trainings:

Following are a few thoughts that will be helpful in having the course run smoothly.

I commit to being fully present and participating intentionally with all of you. I ask for that from each of you as well, both in respect for others in the class and in appreciation of the district for offering this opportunity to you all. Please resist the temptation to multi-task! The success of the program is greatest if we can create our own temporary bubble, free of outside distractions. You just get this opportunity once!

With Zoom, it is helpful if you remain muted except when asking questions and during your small group break-out sessions. It is remarkably helpful for me to see you, so you'll need to have working video cams. Just leave them on, even if you need to step away for a time. **If you will be attending the Zoom sessions in groups** rather than watching individually on your own computer, please make sure I know that as far ahead of time as possible. It takes lead time to change our set-up in order for small groups to work and it is important!

Break-out group partners are usually random, but you'll be with the same people for all activities during that session. This allows you to build trust in the team members with whom you may work during future responses. During break-out sessions:

- You'll have a small group introduction activity each time.
- We'll have just covered a content area and your activity will relate directly to that information. You'll have handouts for reflection and capturing your own thoughts to guide your small group conversations.
- A critical aspect of the break-out session is that, if the content has brought up a personal issue or memory for someone who is now having an emotional reaction, allow time for processing. It is more important that group members provide support to your teammates than focus on the content I've assigned. If we don't take care of one another during training, we are likely less apt to do so when responding to crises. Self-care and supporting others are fundamental goals.
- Each group needs a time-keeper to be sure everyone is able to contribute. You also need a "reporter" who reports the theme of your conversation to the large group. When we return to the large group, please be ready to report back so we're efficient.
- I will drop in and out of groups just to listen. When I pop in, please go ahead with your conversation. If you have something specific you want to ask me, you certainly may, but I am most interested in hearing how groups are relating to the questions.

If you can wait until breaks to fill your cup or hit the bathroom, great! If you need to miss a few moments, please leave your camera on, step away, and come back when you can *during the time I'm speaking rather than during your small group sessions!* The most important learning you'll have is in your groups. These are your teammates when crisis strikes. Please stay present in break-out sessions so you connect and learn together! It will strengthen your team.

Feel free to email <cheri@cmionline.org> or call (503.508.6767) any time.