ToP Online Course

I.   examples of virtual use

II.   What's missing in a meeting

III.   audience

    A.   ToP facilitors

    B.   pre-req is TFM

    C.

IV.   software options introductions

V.   what can you do offline and what needs to be synchronous

VI.   what's required in prep

    A.   design

        1.   segment for longer meetings

    B.   technology setup

    C.   resources

    D.   connect f2f first really helps

    E.   learning to deal with multiple streams of communication simultaneously

VII.   essence of ToP being contributed

    A.   i.e. relationship building

VIII.   how coach participants in facil to use tool

    A.   readiness of the participant needed

IX.   get onto networks in either Mac or PC

    A.   tech knowledge needed

        1.   common problems

        2.   how to get needed knowledge

X.   understand technical requirements

    A.   line up resources

    B.   hybrid meeting

XI.   models of use

    A.   combined virtual and f2f

    B.   webcam

    C.   conference call

    D.   all in same room

XII.   when is virtual better than f2f

      A. ie. deaf

      B. pros AND cons

          1. diminishing resources

          2. bringing in expert

          3. travel issues

          4. dispersed teams

          5. can collect more data and have time to reflect

          6. for slow processors -- early data entry with time to read

XIII. how to keep people engaged

      A. forms to keep attention

      B. typing to submit data

      C. slow processors

XIV. graphics and images

      A. get out of text-heavy

      B. straw poll bar graph

          1. testing consensus

      C. emoticons

XV. address multi-generational use in the room -- language

      A. other messaging simultaneously

XVI. address small and large-group work

XVII.

XVIII. 21st century learning

      A. Alb Ed Distribute Learning trends

      B. laptop connections on $100 laptops in villages

XIX. different ways to set context

      A. streamed in

      B. recordings

      C. YouTube