



VIDEO CONFERENCING: BASICS AND ESSENTIALS USING ZOOM (SW 9)

At the onset of the transitional changes due to the COVID-19 pandemic and what is now known as the New Normal, the conduct of virtual or online activities becomes essential. The virtual conferencing application Zoom® is an invaluable tool in communicating and coordinating. Geared towards beginners to both the platform and the hosting of virtual meetings, this one-day training gives a crash-course on the various functionalities of Zoom® giving users the ease in managing meetings, and providing various features and tips to maximize its use.

Purpose

To enable the participants to set-up a meeting, appreciate and navigate the most frequently used controls of the Zoom® video conferencing application.

Benefits to the Participants

Maximize functionalities of Zoom®, and navigate the application with ease especially when assigned as a meeting host or co-host.

Target Participants

Individuals who wish to learn more about Zoom, particularly for those who aim to host a meeting using the platform. Knowledge on basic computer operations is required.

Course Coverage

- I. Setting up Zoom on Your Device
- II. Meeting Roles and Responsibilities
- III. Meeting Protocols Prior to and During a Meeting
- IV. Setting Up Your Zoom Meeting
- V. Meeting Controls

Duration: 1 Day – 8:30am to 4:00pm

