

Working Together in a Hybrid Work Model

Event Guide



**for the
Illinois Chapter of the Association of
Inspectors General**

Spring Training

May 6, 2022

Welcome to the Spring Workshop

This is Deanne DeMarco and I'd like to personally welcome you to the Illinois Chapter of the Association of Inspectors General Spring Workshop on May 6, 2022



This will be a transformational half-day workshop.

You will design the foundational building blocks for working in a Post Covid-Hybrid work environment. Strategize with me and start to implement your plan. I am super pumped that you're here and ready to rock!

I want you to **completely protect May 6 from 8:30 a.m. to 12:30 p.m. US Central**. Plan to be with us the whole time. Think of this as a LIVE in-person event where you are onsite and unavailable to any outside distractions. **Give yourself the gift** of 4 solid hours of strategy, decisions, focus reflection, action planning and results!

This is NOT a 4-hour webinar. This is not TV. This is not YouTube.

This is a 4-hour highly interactive, **experiential immersion** into the most important drivers of your business that will determine your future success in a Hybrid work environment.

You're going to get personalized with me on the Main Stage, you're going to meet amazing colleagues in breakout sessions, you're going to get topic-specific interactive training, and you're going to be in a skills sessions.

What I am saying is - You're not going to want to miss a drop of this experience!

Just like an in-person conference, all attendees will receive a special goodie bag, and two bonus videos with special info.

I am so happy that you're joining us for this Workshop. Welcome!

Deanne

Attendee Guidelines

Here are the guidelines for how to show up and extract the most value from your Working Together in a Hybrid Work Model workshop experience.

EVENT REGISTRATION:

The workshop is on ZOOM. Just click on the Zoom link and mark the day and time in your calendar. Since this is a ZOOM link workshop via video, and you will be talking with us face to face... Meaning- we will see you from the waist up.

BEING PRESENT:

A reminder that this is **NOT** a 1-way webinar, virtual presentation, or video summit. This is a hands-on, minds-on live virtual experience, and for you to get maximum RETURN on INVESTMENT, you need to be FULLY present with us because YOU are an important part of the experience. So, make sure you block the time on your calendar and join us for the full session. Credits will be available for this event. Must be active with polls and breakouts to receive them.

ZOOM GUIDELINES:

Since this is a live INTERACTIVE event using zoom, we want to make sure we see your smiling face!

We ask that you **keep your camera ON** during the event. Research shows that when your camera is on, YOU are more engaged, attentive, and learning and retention goes UP.

Because you wouldn't show up at an in-person event with **a bag over your head**, you also don't want to show up here without your camera **ON**.

Be aware of your surroundings. For example, if you need to use the restroom during the live session and you take your computer or I-Pad with you so you can still hear us, be sure to turn off your audio and video. (Yikes!!)

ZOOM GUIDELINES (CONT'D)

You will be muted during most of the event but there will be many opportunities to chat, interact, and raise your hand and ask questions. To do this, during the meeting, click on the icon labeled “Participants” at the bottom of the Zoom screen. You will then see an icon that says “Raise Hand.” Click it and the host will see you’ve raised your hand. When called on, you can unmute yourself.

To Summarize

1. Cameras ON with your smiling face and full attention: close your email and social media tabs :)
2. Dress in business casual
3. Control video and audio quality (turn off notifications/silence on your phone)
4. Adjust your lighting: natural light is great- avoid backlighting- have a light source on your face, not behind you.
5. Think about your background. You can use a zoom background, upload a picture, or blur your background.
6. Practice eye contact to the camera and not the screen (avoid looking “down” at yourself, especially when speaking).
7. Mute your microphone when not talking
8. Use Zoom’s chat function to share ideas, encouragement, resources, etc.
9. Think about your actions, posture, and expression on camera- remember everyone can see you!

QUESTIONS:

There will be many opportunities for you to post questions for Deanne to see, and dedicated masterminding and breakout time to interact with each other during our time together. Post your questions succinctly and include only relevant details to get the best possible answer.

Maximizing Your Workshop

Get ready for our morning together!

1. Before 8 am Central, **work in a little EXERCISE**- yoga, stretching, go for a vigorous walk or run. Get the blood flowing and the brain cells activated and you'll feel more energized through the day- and be able to think faster and absorb more.
2. **MOVE your computer** (especially if you're on a laptop) to a different part of your office or house- tell your brain this 4-hour time slot are special and you're not just physically in the same spot as your "day to day" work at your desk. Think sofas- comfy chairs - even outside if you like.
3. **Line up some coffee, snacks, and drinks** near your new location.
4. **Grab your favorite notepad or journal**, cool pens, Sharpies, and highlighters, and be prepared to take great notes. Be totally present FOR the moment, and capture your best ideas IN the moment.
5. **Turn everything else OFF**- no email, Facebook, phone, silence the pinging and dinging. give yourself the GIFT of a single - tasking focus for the most important person in the room = **YOU!**

And- something to think about when attending our event and ANY virtual event...

From Dave MacLeod, CEO of ThoughtExchange:

I once heard an interesting challenge to event attendees that I liked an awful lot: One important way you can distinguish "*high performing people*" from "*lower-performing people*" is their **ability to extract more meaning from the same exact data set.**

It's kind of heady but I think it's a great tip for attendees: If you want to get the most out of any event, **engage in the opportunity as deeply as you can** to get as much meaning as possible.

Remote events offer chances for distraction **or** complete focus and comfort, depending on the attendee. And the attendee needs to take responsibility for that. Oh, and usually remote events offer much better coffee. At least in my house.

See you soon