

CITY OF MADISON

Leadership Forum Netiquette: *Making the Most of this Virtual Experience*

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Purpose of Forum & Learning Objectives

Purpose: A half-day virtual gathering of citywide leaders to introduce the Values-Based Leadership framework, understand how and where Values-Based Leadership is and isn't already being embodied, and provide a call to action to participants to create an intentional practice. In 2021, Department & Division Head (DDH) meetings will become TeamCity Change Leadership Meetings. This event also serves to launch the new focus of our monthly time with citywide leaders.

Learning Objectives:

1. Understand Values-Based Leadership (VBL) framework & principles
2. Evaluate where VBL is & isn't embodied in our COVID response
3. Create a plan to intentionally practice VBL

Conference Guidelines:

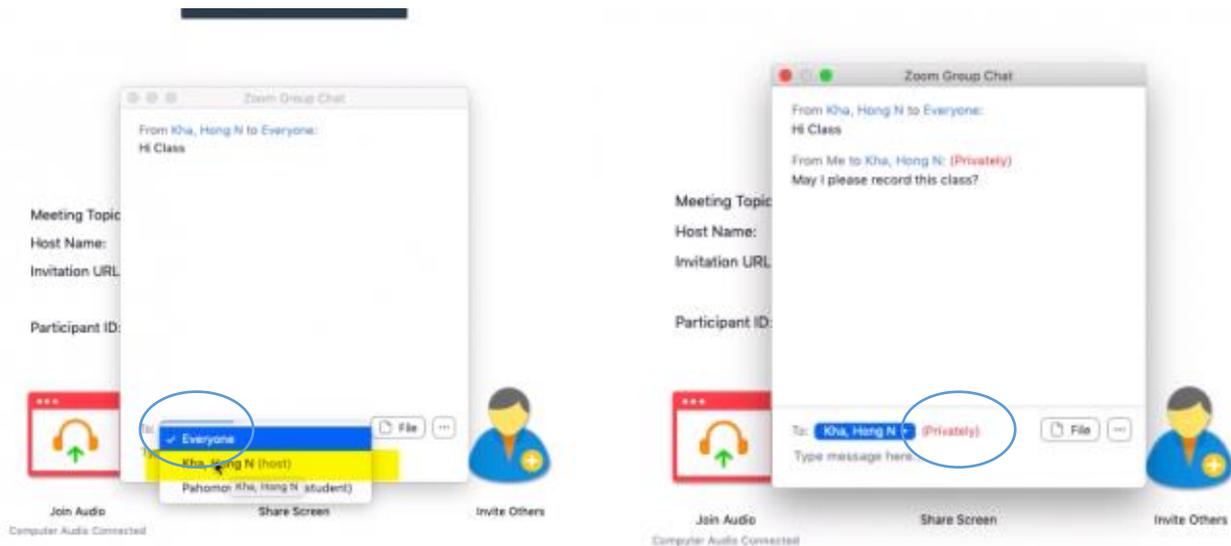
- **Get out what you put in:** Distractions happen but we hope you will be present, we recommend to set the intention to not check your email, text or search the web but really engage. Use the chat, reactions & follow along on your handout to stay engaged.
- **Share space:** We want to hear from everyone. Although not technically possible we want your help encouraging others to speak, and noticing if you are speaking more than others. We will gently nudge our talkers but invite everyone to ask questions, bring up ideas, and comments.
- **Growth mindset & growth culture:** If 2020 has taught us something, it is that we all have the ability to adapt to change and learn new things. We hope to create a work culture where we embrace new skills, abilities, and ways of working & leading. We ask you to keep an open-mind and ask yourself *how can I use this information to make me a better colleague & leader.*
- **Commit to Inclusion:** We respect other participants' individual experiences with race, gender, disability, and leadership. We invite you to use your pronouns, consider and call out white supremacy culture and acknowledge and embrace disability in the workplace. Thank you for helping us create a welcoming learning environment for all attendees.

Know before you go

- We will be using zoom meetings. If you are unfamiliar with zoom, check out IT's [Zoom user guide](#) or visit [zoom support](#).
- **TURN OFF VPN:** to ensure a stable internet connection please disconnect from the VPN
- **General tips:**
 - Set yourself up in a quiet area where you will not be distracted
 - Look into the camera when speaking, give the appearance of eye contact
 - Set your video stage (the more light the better)
 - Do your own tech check <https://zoom.us/test?zcid=1231>
 - Have a pen, paper and posits handy or print handout
 - Try not to eat during meetings- we will have breaks!
 - Dress Smart Casual or why not dress to impress –whatever makes you feel good

Guidelines for the Chat

1. Please adhere to conference guidelines in the chat. A zoom moderator will monitor chat for comments and questions.
2. Check out [zoom support guide](#) to learn more about the chat feature
3. Use the Group Chat to ask questions, share comments & give kudos or affirm what someone else said. Quickly type “+1” to “like” to show agreement with what is said.
4. Use Private Chat to say hello – think of private chat as running into someone in the hallway. Quickly say “hi” but return your attention to the presenter.
5. In Chat, the “to” field will indicate who you are sending the message to “everyone” or “privately” chatting an individual. See below



Guidelines for using your video

1. Check out [zoom support](#) to learn more about the video feature & using virtual background
2. We encourage you to use your camera when you feel comfortable but recommend turning your camera on when in discussion, Q&A and breakouts.
3. When your camera is on, please ensure the space around you is distraction free.

Tips on how to connect with other attendees:

- Introduce yourself:
Use break-out sessions to tell a little bit about who you are. Often, break-out sessions will have specific time to introduce yourself. It can be tempting respond with limited information, but when we respond with greater intention and meaning, it can create a bridge to other participants in the room. If there is no ice breaker, without taking up too much space make one up yourself (i.e. *I'm Carla Garces-Redd, I'm the Leadership Development Specialist, and one thing that resonates with me on this topic is the unique definition of inclusion they used*).
- Use Zoom features: reactions, chat, raise hand
Zoom allows for private conversations as well as public conversations. While we want to make sure we are respecting each other's learning space, we can reach out privately in zoom to make a connection with another participant (i.e. *"Hey Jessie, I saw your response just now. Excited to have your voice in this course."*).
- Affirm and encourage each other
When others are responding in zoom, or expressing vulnerability, it is so helpful to the group to get validation, add other thoughts, and provide good feedback. Make sure you're providing that support in the group chat by saying things like, "(i.e. *"Hey Amy, I loved what you just said about the importance of networking in these spaces."*).
- Reach out via e-mail or connect on LinkedIn
Did you notice someone in the sessions who has the same job title as you, or works in the same agency as you, but you have never met them? Reach out via e-mail or LinkedIn after the session and ask if they have time or interest in debriefing the material.

Questions about Netiquette? Email OrganizationalDevelopment@cityofmadison.com