

Below is the format outlining our processes for the Zoom Lunch and Learn meetings.

To make Lunch and Learns disability accessible, check the closed caption (CC) box on videos to provide access for participants with hearing impairments. For staff with visual impairments, videos are typically in lecture form and the audio value is similar to a podcast.

Format:

1.) Zoom link is sent at the end of the week prior to the Lunch and Learn

- a. Includes description and link to the video(s) (approx. 20-25 mins. time)
 - i. Some staff may prefer to watch videos independently
- b. Lunch and Learns can be on consecutive or alternating weeks, but for calendar planning purposes, meetings should be at predictable times (Children's Institute alternates Tuesdays from 12-1 pm)

2.) Meetings follow a predictable (but highly adaptable) format

- a. **Before the meeting, the host should:**
 - i. Check the link and queue the video(s) to where content begins
 - ii. Designate a co-host who can share content, or "jump in"/host (run videos and breakrooms) should technical difficulties occur
 - iii. Identify "facilitators" for breakout rooms
- b. In order to maximize attendance, **start (and end) on time**
- c. **Quickly welcome** staff and remind all to have pencil and paper handy
- d. **Encourage staff to go off camera at the beginning** so they can eat
- e. **Share video** (be sure to **check the boxes to share sound and video**)
- f. **Following the video, encourage participants to "free write" their reactions or questions, and then turn on their cameras**
- g. **Create Breakout rooms** (20-30 mins) with 4-5 people, **facilitated so that everyone in the group can listen and also be heard**
 - i. At the beginning we often ask: "In terms of the video content, what is resonating or percolating for you now?"
 - ii. Before leaving, we ask: "What do you want to learn more about, or do differently as a result of today's Lunch and Learn?"
- h. **Optional Ideas:**
 - i. If the entire group is less than 10 people, consider suggesting that everyone stay in the same group (versus using Breakouts)
 - ii. Time permitting, return to the full group for a 5-10 minute follow up/debrief following the Breakout rooms