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ATD St. Louis Member Newsletter

Thomasine Joyce
ATD St. Louis Chapter President

__2020 ATD ATD Awards__

Greetings ATD St. Louis Members,

First and most importantly, we hope that this newsletter finds you and your loved ones healthy and well. As the impact of the Coronavirus (COVID-19) is felt around the world, our hearts go out to those impacted. To those among us who are still going to work in health and hospital services, we thank you.

During this unsettling global event our number one priority has been to comply with local and federal guidelines and make plans for continuing to provide our membership with relevant content safely. *To that end we are happy to announce Our "Free April" Virtual Programming. We have partnered with other Chapters (Detroit, Central Ohio, Ann Arbor) to provide you with a total of 7 virtual sessions __for free in April.__* Instructions to join these sessions are posted to the ATD website.

Those that have already paid for our April luncheon will be refunded or receive credit. In addition, our SIG events will also be offered virtually.

I am excited about our next Facilitator SIG scheduled for March 30th. *The virtual session will be led by our own Jessica Mader and the topic will be: Engaging On-Line learners. __This session is also free to join.__*

The rest of this newsletter is packed with tips on using Zoom as well as other tips for surviving the quarantine period….host a virtual happy hour! I am confident that we will get through this together, and perhaps our way of work will forever change for the better with virtual, and other aspects of learning.

On another positive note, I am pleased to announce that the St. Louis Chapter was recently recognized by the ATD National Organization for achieving 100% CARE (Standardized chapter requirements) and Membership Super Star Status. We appreciate all our members as well as our many corporate group memberships.

All the best to you and your family,
Thomasine Joyce
President, ATD St. Louis Chapter

ATD "FREE APRIL" Programming Guide

Free Virtual Webinars open to all STL members:
You MUST register on the ATD Website

March 30 – St. Louis Chapter - Facilitator Sig Event
Topic: Engaging On-Line Learners
Time: 4:45PM – 6:00PM

April 1 – Central Ohio Chapter Webinar
Topic: Interact & Engage! Activities for engaging Virtual Training
Time: 11:00AM – 12:00PM

April 2 – Ann Arbor Chapter Webinar
Topic: Improve your L&D/TD Practices by Applying Adult Learning Theories
Time: 5:00PM – 6:00PM

April 15 - Detroit Chapter Webinar
Topic: When Online is the Only Way – Best Practices of Webinars for All to Share
Time: 11:00AM – 12:00PM

April 16 – St. Louis Chapter Webinar
Topic: Dusting off your Assessment Tools

Time: 12:00PM - 1:00PM

<u>April 21</u> – Detroit Chapter Webinar
Topic: Interact and Engage! Activities for engaging Virtual Training
Time: 11:00AM – 12:00PM

<u>April 30 -</u> Detroit Chapter Webinar
Topic: Articulate Rise: The Swiss Army Knife of Learning
Time: 11:00PM – 12:00PM

10 Essential Tips for using Zoom

- ***Improve your appearance by looking up*** – raise your laptop or cellphone on a box
- ***Check the "Touch up my Appearance" button in Zooms video settings menu***. It basically functions like a soft-focus lens, adding a slight blur to skin tones and smoothing out wrinkles, blemishes, and other little imperfections.
- If you have a green screen or even a green wall at home, use the ***virtual background*** in the camera menu to change up your background – Golden gate bridge anyone?
- Change the way you see the participants by ***adjusting your gallery view*** in the participants box. You can see up to 49 people at once!
- ***Use the whiteboard in the share menu***. ***Using your fingers to write*** in the screen gives you the best control to write versus the online pencil. Play hangman with your team!
- ***When sharing, press "Pause Share"*** when you don't want your fellow meeting participants to watch you fumble around with your presentation slides.
- ***Share computer sound during screen sharing***: Zoom screen sharing allows you to share the desktop, window, application, or audio/video. Makes it easy to share YouTube or other videos with sound.
- ***Use the polling feature*** to create questions and add dimension to your meeting.
- ***Use the breakout rooms*** to break the group into random or assigned break out groups. ***As host, you can enter each room to facilitate,*** but nobody in the rooms can enter another room.
- ***Mute, Mute, Mute!*** Remember to always keep your sounded muted when you are not speaking.

Host a Virtual Happy Hour

You miss your friends. You miss your Happy hours. Your mother is quarantined and home alone sending your 5 articles a day on the Coronavirus pandemic. Your father is binge watching CNN. Your family is no longer going to the gym to work out. That's it! You need a break…so host a virtual happy hour!

To do this you will need to have Zoom, Microsoft Teams, Adobe or some other meeting platform. Send out invitations to each of your participants. Ask each person to have their drink handy and available to share recipes. Create a special Quarantini. They can also bring the snacks of their choice. Several may want to cook special small meals or snacks during the happy hour and share their recipes and directions as they go.

As host, you can create a couple of polls to do during moments of silence.   Example: Poll Question: What are you doing during the quarantine to keep busy? Multiple choice (choose all that apply) 1. Eating too much 2. Drinking too much 3. Playing too many video games 4. Exercising outside 5. Exercising inside 6. Reading 7. Bing watching Netflix

You can also create some games using the whiteboard: Hangman for example.

So, don't drive yourself crazy and get your mother out of her funk and host a virtual happy hour to break up the monotony.

Not used to working from home full time? Read on...

You normally get to work from home every Friday. But now you are working from home every day...and so is your husband...and your kids are taking classes online too. Here are some tips for working remotely full time. We don't know how long the quarantine will last...a few weeks? a couple of months? Longer? It's time to make the experience more comfortable for you.

First, *build a more permanent workspace*. This can help with limiting distraction, getting more work done and simply making you more comfortable. Get out of the kitchen counter and grab a corner of the living room or a spare bedroom. Maybe part of the basement. Regardless of space or location, establish an area of your home where you will work, and commit to working in this space every day. Be sure

your workspace is quiet so you can focus on the task at hand.

The Coronavirus pandemic may cause permanent changes in the way we work, study and live. For this reason, *it may be a good idea to invest in technology and office necessities*. you may have to purchase technology, such as a desktop, laptop, tablet, or [phone system](#) to do your job every day. Check with your employer, they may be willing to help provide these resources. Look for comfortable furniture, a better desk with a computer shelf and a keyboard drawer. Check Ikea or even purchase gently used furniture on apps like Facebook marketplace, Letgo or OfferUp.

Set real work hours and act like you're going into the office. Set your alarm to be in front of the computer by 8:00AM. As well, enforce a hard limit at what time to end your day. It is very easy to work into the night, but to avoid burnout, stick to your schedule. Avoid wearing pjs all day while you are working. Beyond psychologically getting you in the right mindset for work, you'll be ready to handle any kind of video chat or check-in with a teammate. You'll be prepared to get work done, and you will be mentally and physically prepared for the day.

Exercise and stretch regularly. Exercise [*naturally boosts endorphins*](#), which increases happiness, enjoyment, and interest levels, all of which are important for productivity. Your dog will love you if you add a few short walks during the day. Go outside and stretch, do stairsteps if you have them, chase around your little tikes. There are dozens of free YouTube exercise classes and free apps find a few that you like and use them.

Eat healthy meals and snacks. It is so easy to overeat while at home all day. Resist this by doing some planning upfront. Use blogs such as slenderkitchen.com or skinnytaste.com that have easy and delicious meal planning ideas.
Use these ideas to turn this difficult time into a positive healthy and safe time while being able to spend more time with your families and loved ones.

Get Social!

Stay up to date on all chapter news by following us on Social Media:

LinkedIn – [Association for Talent Development (ATD) - St. Louis Chapter](#)

Twitter – [@atdstl](#)

Facebook – [ATD St. Louis](#)

Power Members

Become a Power Member and save on your National ATD Membership and your local Chapter Membership.

Contact membership@atdstl.org for more information.

ST. LOUIS CHAPTER
Association for Talent Development

http://www.atdstl.org