SERVANT LEADERSHIP SUMMIT BEST PRACTICES

2W has developed the following schedule to promote discussion among athletes about important topics in conjunction with the videos provided from the Northside ISD Leadership Summit. This guide also includes links to technical information for creating Breakout Rooms and Poll Questions in the Zoom app

SCHEDULE

✓ **Discuss topic.** The meeting host will give a recap of the video being discussed. You may wish to let one or two athletes speak about the video, as well, before posing specific questions for the Breakout groups.

✓ **Pose question(s).** Questions are provided below to get you started, but remember, the questions are only a guide to get students talking.

✓ **Move to Breakout groups.** Before leaving the main room, nominate a leader for each group. This could be a coach, captain, or just a willing athlete. Breakout Rooms can be organized ahead of time or applied randomly (see Technical Information below). The size of the Breakout groups will depend on the number of athletes participating; however, four to five students plus one leader is a good starting point for small-group discussion.

✓ **Discuss topic in-depth.** Allow at least ten minutes for Breakout group discussions, though fifteen minutes is recommended. Use the questions as a guide, but let the student-athletes' conversation flow naturally as long as it remains relevant to the main topic. Before returning to the main room, pick one student for each group to give a recap of the Breakout group's discussion for the next step.

✓ **Discuss findings for each group in the main room.** At the end of the Breakout group period, have the chosen athletes give a recap of their group discussions. At this point, you may wish to open the floor for one or two students to discuss final thoughts before moving on to the next main topic.

TECHNICAL INFORMATION (ZOOM)

You will want to ensure that Breakout Rooms are enabled prior to the meeting. Other things to organize before the meeting include:

✓ *Poll Questions.* The questions must be created and linked before the meeting begins, and you can see the poll answers after the meeting is complete.

✓ *Breakout Groups.* These can be random (automatic grouping) or you can manually assign athletes to groups. For the latter, it is recommended that you assign the groups when you send the meeting invite to save time during the actual meeting. Also, you can choose Breakout leaders (or captains) while making the groups beforehand.

Links to technical instructions for HOW to do these things are provided below.

Instructions for enabling Breakout Rooms can be found here:
https://support.zoom.us/hc/en-us/articles/206476093

Instructions for creating and managing Breakout Rooms can be found here:
https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms

Instructions for how to create and use Poll Questions can be found here:
https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings