AFOA SASKATCHEWAN
Building a Community of Professionals

How To Use Zoom March 2-3rd, 2021

This Workshop is proudly sponsored by:

Nutrien
Feeding the Future™

The goal of this workshop is to help you organize and lead meetings so you can brainstorm ideas, make decisions, and share important information in a secure fashion.

Day 1 March 2nd – Morning Session 10am – 12 pm
Getting Started with Zoom:
In this morning session, Mouneeb with 2Web Design will provide information to provide a high-level tour of Zoom and go over the basics you need to get up and running, including:
⇒ How to join a zoom meeting,
⇒ How to share screens
⇒ How to collaborate with other participants
⇒ Learning some of the features of Zoom to conduct meetings effectively

Day 1 March 2nd – Afternoon Session 1 – 3pm
Zoom Meetings Training:
Mouneeb will be teaching you how to setup meetings, send invitations, and handle registrations. Noticed your employees nodding off in the mornings meetings? Don't worry, Mouneeb will go over requirements for an effective and successful meeting by engaging participants through screen sharing, whiteboard, polls, and breakout rooms.

Day 2 March 3rd – Morning session 10am – 12 pm
Webinars:
Hosting webinars is the trending (and safe) way to host events. Mouneeb will show you how to schedule and customize your webinar. Once you have it scheduled, hosting and engaging with your audience is crucial. Webinars have some awesome features which Mouneeb will show you how to utilize.

Day 2 March 3rd – Afternoon Session 1-3 pm
Optimizing Zoom:
Make Zoom work for you! This session will go over optimizing your setting for privacy. It is important to keep sensitive organization closed to those outside your company. An additional topic that is widely useful is recording and transcribing Zoom Meetings through Artificial Intelligence. Mouneeb will show you how to publish meetings privately or for public access.

Facilitator Mouneeb Shahid is the founder of 2Web, an award-winning website design and digital marketing agency, which he founded before the days of social media in 2004. As an experienced digital marketing strategist, he has a passion for helping businesses achieve their goals online. With over 15 years of experience in designing, developing, and managing a team that develops cutting-edge web projects, he brings a wealth of information to the teams that he leads and the leaders that he follows. His most fulfilling achievement is the ability to work with outstanding clients and make their organizational goals a reality.