

Effective LDD Operation in a Virtual Work Environment

Virtual Training: October 19 – November 12, 2020

Pre-recorded content release: October 19, 26; November 2 at 9:00 am Eastern

Live instruction: October 21, 22, 28, 29; November 4, 5, 12 from 9:30 – 10:30 am Eastern

Guiding LDD professionals in managing virtual work and virtual program delivery

COVID-19 has forced local development districts to completely revamp their operations and move to a virtual work environment. Even if many LDDs are now back to partial work at the office, traditional meetings with other organizations, conferences, trainings, etc. are now all done via webcam. In this virtual training, to be held over several weeks from October 19 – November 12, LDD staff will gain skills in managing their own professional work, delivering their LDD's programs and services, and managing the LDD's internal operations using virtual platforms.

Protocol:

- Three Training Tracks of three hours of content, one track per week
 - Two 30-minute pre-recorded training modules released Mondays. (1 hour)
 - Two 60-minute sessions of live instruction on Wednesdays and Thursdays. (2 hours)
 - Review pre-recorded content; interactive case studies
- One capstone project
 - Assignment made during third week of project. Shared Team Presentations on final day. (1.5 hours)

Agenda

(all times in Eastern)

Track 1: Professional Development

You can't help others if you don't first help yourself! In Track 1 you will learn how to maximize the efficiency of your workspace, no matter where it is, so that you remain productive while staying safe. Discussion will include best practice tips for office set-up, working virtually with colleagues as well as clients, Zoom etiquette, and more.

October 19 (9:00 am Eastern): Release pre-recorded content

Module 1: Managing Work from Alternative Office Spaces

- Creating an Effective Work Environment
- Working with Virtual Teammates

Module 2: Developing and Leading a Virtual Meeting

- Utilizing Virtual Training Strategies/Tools (including best practices)
- Establishing Zoom Etiquette

October 21 (9:30 – 10:30 am Eastern): Live session

- Review Module 1
- Case study exercise

October 22 (9:30 – 10:30 am Eastern): Live session

- Review Module 2
- Case study exercise

Track 2: Organizational Management

Especially during these uncertain times, it's vital to remember you are not working in a vacuum. This second module will focus on the importance of teamwork, the role of successful leadership, and specific suggestions for activities like Board meetings and functions like human resources management.

October 26 (9:00 am Eastern): Release pre-recorded content

Module 3: Virtual Team Building

- Engaging Partners and Encouraging Participation
- Managing Boards and Other Governing Bodies

Module 4: Leading LDDs in Uncertain Times

- Being Responsive to Stakeholder Needs
- Managing Human Resources Virtually

October 28 (9:30 – 10:30 am Eastern): Live session

- Review Module 3
- Case study exercise

October 29 (9:30 – 10:30 am Eastern): Live session

- Review Module 4
- Case study exercise

Track 3: Service Delivery

In Module Three we will focus on very practical guidance pertaining to the variety of platforms available to you, including social media options, to help you engage clients and other stakeholders. We also will present information on the appropriate approaches for different types of meetings and events. How can you learn to help your stakeholders succeed?

November 2 (9:00 am Eastern): Release pre-recorded content

Module 5: Leveraging Technology to Achieve Goals

- Determining When to Use Different Media
- Using Social Media for Program Outreach

Module 6: Managing Virtual Meetings

- Converting Meetings, Trainings, and Conferences to a Virtual Format
- Delivering Virtual Workforce Development Events

November 4 (9:30 – 10:30 am Eastern): Live session

- Review Module 5
- Case study exercise

November 5 (9:30 – 10:30 am Eastern): Live session

- Review Module 6
- Case study exercise
- Assign capstone project

November 12 (9:30 – 10:30 am Eastern): Live session

Capstone

- Capstone project presentations