

# **How to Use Short / Meeting Opener Videos**

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**Options and Suggested Discussion Points**

## Option 1: Meeting Opener

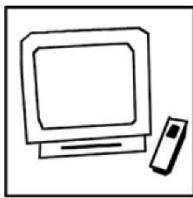
**Time it takes:** From the time you show up until you start your training session.

**What it is about:** Managing the environment and getting people settled.

**What you will need:**

- Video — Any Sollah Interactive short/meeting opener video
- Optional: Markers
- Optional: Name tents

**How to do it:**



1. Get there first! This demonstrates organization and excitement—and sets a good example. Be sure the room is set up, the equipment works and everything is arranged the way you want it.
2. Begin playing the video 15 minutes prior to the session start time. This is a nice way to get participants focused on the topic.
3. Greet participants as they enter the room.
4. **Optional:** Ask each participant to use a marker to write his/her name on a name tent (both sides) in letters that are big enough for everyone to read.
5. **Optional:** To begin the session, ask the participants why (insert topic of the video shown) is important to address in the workplace.

*[FACILITATOR NOTE: The purpose of the question is to help the learners to get their minds and attention on the subject at hand. If any response(s) are not appropriate or accurate simply thank the participant for sharing and move on to the next participant. The material/program that is to be used should address any corrections needed.]*

## Option 2: Short Training or Brown Bag Lunch Session

**Time it takes:** 15-30 Minutes

**What it is about:** Opening/transitioning the session on a positive note.

**What you will need:**

- Index cards with two questions written on them (see questions below)
- Video — Any Sollah Interactive short/meeting opener video

**How to do it:**



1. Introduce yourself.
2. Break the group into smaller groups of three to five people.
3. After participants are settled, begin playing the short video.
4. Pause the video after it finished and explain that you will refer to it again later if there is a need (to reinforce the session questions).
5. Ask them to talk within their groups to answer the following two questions on the index card:



- Based on the video you've just seen, what are some of the challenges or opportunities you face in the workplace?
  - Why do you feel this topic is important to you? And the organization?
  - **Optional, Ask:** How can you benefit from knowing more about the topic highlighted in the video and its impact on your role within the organization?
6. Debrief the whole group by asking for volunteers to share any highlights from their small group discussion. **Optional:** You can re-watch the short video to reinforce key learning points.

*[FACILITATOR NOTE: If you are conducting this session online – post/share each question to the group, then request individual answers to each. Select 2-3 responses and discuss them with the team]*

7. **Optional:** Transition into the next activity by saying:



Based on our discussion, I think we all realize just how important this topic is to you as an individual as well as the organization.

Let's continue on with today's session about....

*[Facilitator Note: This activity may also be used as an energizer during and/or immediately following a training session break. If used in this manner, be sure to transition into the next activity by drawing a connection to what has been discussed so far and how the video relates to the next set of activities.]*

## Option 3: Word Phrases

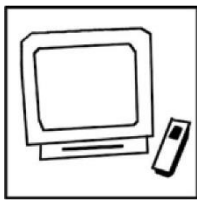
**Time it takes:** 15-20 Minutes

**What it is about:** Opening/transitioning the session on a positive note.

**What you will need:**

- Index Cards/Pens/Pencils
- Flip Chart paper and Markers
- Video — Any Sollah Interactive short/meeting opener video

**How to do it:**



1. Introduce yourself.
2. Break the group into smaller groups of three to five people. Hand each individual an index card.
3. After participants are settled, tee up the short video.

4. Say...



As you watch this short video, write down words and/or phrases that captures your attention. Use the index cards provided.

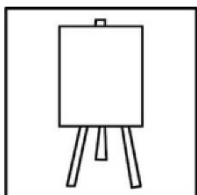
Play the video.

5. Say...



As a group, discuss the importance of each participant's words or phrases.

Ask yourselves why it is important to know or demonstrate these concepts in the workplace.



When finished each group assigns a spokesperson from each group to share their group discussion with the other groups.

*[Facilitator Note: Place some of the responses on the flip chart to further stimulate discussion.]*

6. Transition into the next activity by saying:



Based on our discussion, I think we all realize just how important this topic is to you as an individual as well as the organization.

Let's continue on with today's session about....