

HOW TO INSTALL VISUAL TEMPLATES FOR VIRTUAL MEETINGS

Thank you for checking out our growing store of visual templates created by expert process designers and visual facilitators. We want you to have a successful experience as visual templates can really enhance engagement and productivity!

ONLINE PLATFORMS

To get started using visual templates on online platforms, decide which platform(s) to use. This [article](#) is useful in that it compares MURAL, Miro, and Invision. MURAL includes a free collection of templates. That said, we like the look and feel of our templates better, and we have a different range of processes to choose from. (To date, no one on our team uses the free MURAL templates as they look like worksheets, and most do not address the core processes we do.)

We ended up choosing MURAL and Google slides as our primary choices, combined with Zoom. Good news is that in 2021 MURAL will be a feature inside Zoom.

In any case, have a backup plan since the technology isn't perfect yet e.g., if MURAL doesn't work correctly or participants are having trouble on their end, set up Google slides as Plan B or vice versa.

MURAL

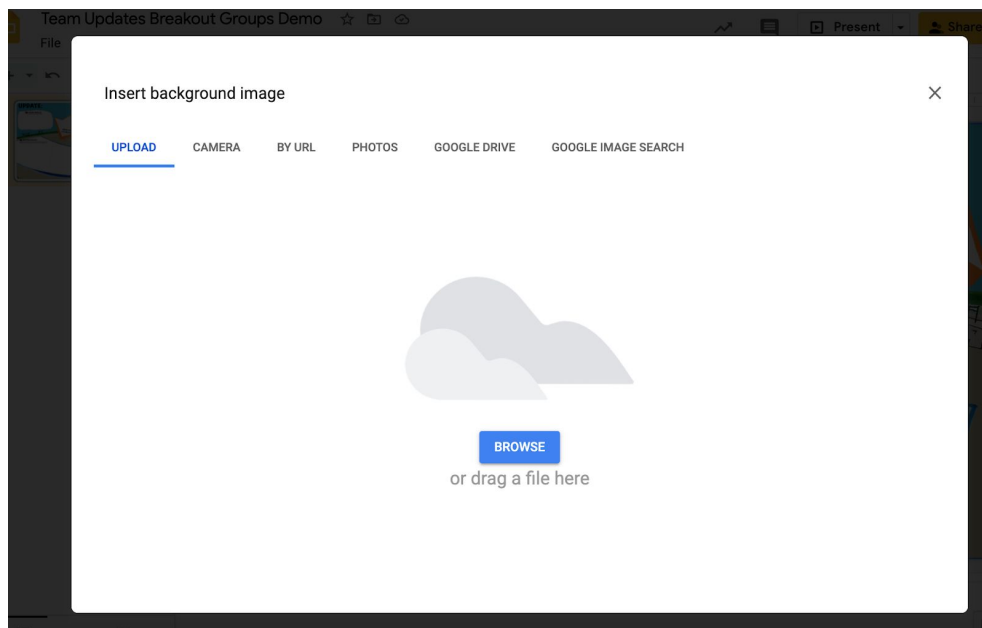
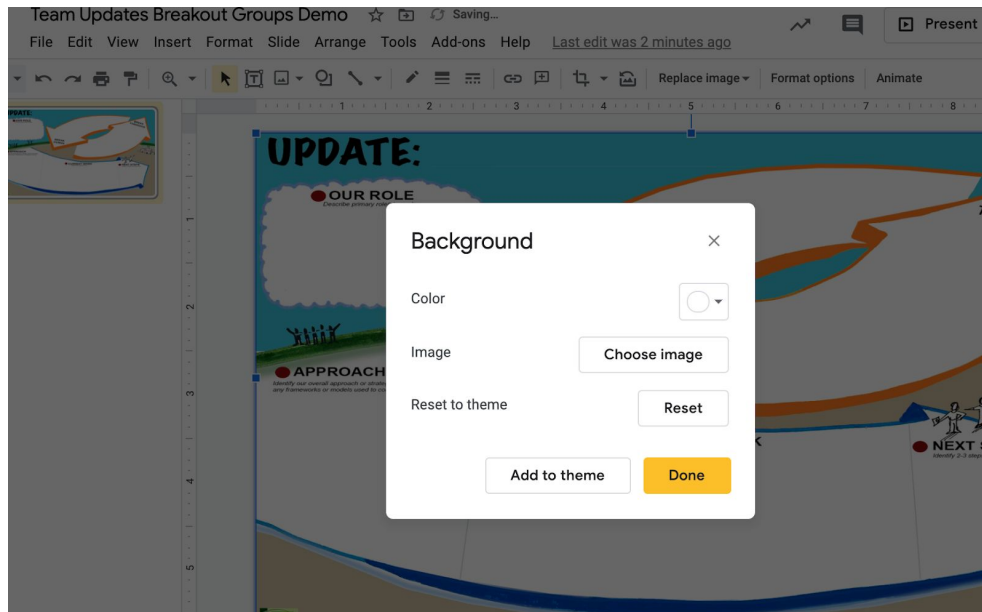
To add a visual template to MURAL, David Sibbet of The Grove Consultants International has created a brief instructional video. Rather than reinventing the wheel, [here](#) it is. The Grove also has a nice set of digital templates in their store, which Kayla Kirsch (of Leapfrog) helped develop with David Sibbet when she worked at the Grove.

GOOGLE SLIDES

We like using Google slides because all you need to do is drag the visual template jpg as a background image so that the image won't move when the group records using sticky notes and/or text boxes. That said, make sure everyone can access the slides as some public agencies, for example, do not allow Google access due to security issues. Sometimes those folks can provide you with their personal email addresses, or designate a recorder and have the

recorder share their screen in the breakout so everyone can see. Here are directions for installing one of our visual templates in Google slides:

1. Start and name a new Google slide file
2. Go to SLIDE pull down menu and choose BACKGROUND. Choose the image (the template jpg) then click done



3. Under FILE menu, choose page setup, and select 16:9 ratio (or experiment with the right size for you - the digital visual templates can be resized manually).

4. Create sticky notes and text boxes in advance on the template so it is easy for a group to fill in

- 5. Duplicate the slide for breakout groups and add project titles and breakout numbers so participants can easily find their correct group (when you assign groups in Zoom, for example).

The screenshot shows a Beamer presentation interface. The title bar reads "Team Updates Breakout Groups Demo" and includes standard menu options like File, Edit, View, Insert, Format, Slide, Arrange, Tools, Add-ons, and Help. The slide content is as follows:

- Slide Title:** UPDATE: PROJECT ORANGE
- Section 1: OUR ROLE** (Describe primary roles) we play. Includes a blue text box: "Write text here".
- Section 2: BREAK DOWNS** (Identify key tasks and dependencies). Includes a yellow text box: "Write text here".
- Section 3: BREAK THROUGHS** (Identify key milestones and dependencies). Includes a yellow text box: "Write text here" and a green text box: "Write text here".
- Section 4: APPROACH** (Identify four general approaches or strategies, which could include any frameworks or models used to conceptualize the work). Includes a green text box: "Write text here".
- Section 5: CURRENT WORK** (What we are working on now). Includes a blue text box: "Write text here" and a bulleted list: "• Write text here".
- Section 6: NEXT STEPS** (Identify key milestones and dependencies). Includes a blue text box: "Write text here".

The slide features a large orange arrow graphic pointing from left to right, and a blue arrow graphic pointing from bottom-left to bottom-right. The background includes a landscape with a green field, a blue sky, and a small building on the right.

Each of the groups above have a different title and group number, which was added in advance of the breakout session. (The five breakouts can be seen on the left side).

6. Using the share feature in Zoom, share the template and explain the instructions. Prepare to share a link in advance of the session: Click the SHARE button on top right of the screen and configure settings so anyone with a link is an editor. Copy the link and share in the Chat on Zoom (or other platform such as Google meet, etc.)

7. Watch the group(s) working! It is easy to see progress made by moving from slide to slide and seeing what has been worked on so far. For one group, you can serve as the recorder or ask someone to volunteer while you facilitate the process.

LIVE VISUAL RECORDING

[Here](#) is a lovely pdf on digital drawing created by Malgosia Kostecka to get you started. Of course, we are available to show you how in more detail via workshops and coaching sessions. That said, you can do GREAT work facilitating processes and capturing the group's ideas with visual templates alone.

CONTACT US

For questions, issues, suggestions, please contact us at support@leap.boutique