

TWG Webex for Training User Group Meeting

September 12, 2022

Danielle Kokulis (NTC)

Mark Hagerty (LLNL)

Glenette Alston (LLNL)

Lucas Weeks (Cisco)

David Yakonich (NNSS)

A promotional graphic for a Webex meeting. It features a blue background with a white diagonal line and a pattern of faint question marks. The text 'Webex for Training User Group' is displayed in white on a green background. The Webex logo and 'by CISCO' are in the top right. Below the logo, it says 'Join us for a discussion on how best to utilize Webex for training and collaboration.' and 'WHO IS THIS FOR:' followed by a list of user levels: Beginner Users, Intermediate Users, and Experienced Users. At the bottom, it says 'Brought to you by EFCOG Training Working Group'.

Webex for
Training User Group

webex
by **CISCO**

Join us for a discussion
on how best to utilize Webex
for training and collaboration.

WHO IS THIS FOR:

- *Beginner Users*
- *Intermediate Users*
- *Experienced Users*

Brought to you by EFCOG Training Working Group

Webex meeting recording: **EFCOG TWG September Webex User Group-2022-09-12**

Password: **SeptWebexTWG2022-09-12**

Recording link: <https://nnss.webex.com/nnss/ldr.php?RCID=932d09b3c787efcda93c3524521027f5>



Agenda

- Webex Breakout Group best practices and Templates: Danielle Kokulis (NTC)
- Webex Case Study - Safety Leadership Workshop: Mark Hagerty and Glenette Alston (LLNL)
- Webex Updates and Q&A: Lucas Weeks (Cisco)
- Next Steps
 - We would like your Feedback
 - Future EFCOG Training Working Group Learning Events
 - Follow up messages

The graphic features a blue background with a white diagonal section. On the left, the text 'Webex for Training User Group' is displayed in white on a green background. On the right, the Webex logo and 'by CISCO' are shown. Below the logo, there is an invitation to join a discussion on utilizing Webex for training and collaboration, followed by a list of user levels: Beginner Users, Intermediate Users, and Experienced Users. At the bottom left, it says 'Brought to you by EFCOG Training Working Group'.

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Virtual Training Resources

Need:

- Generic resources for the virtual environment

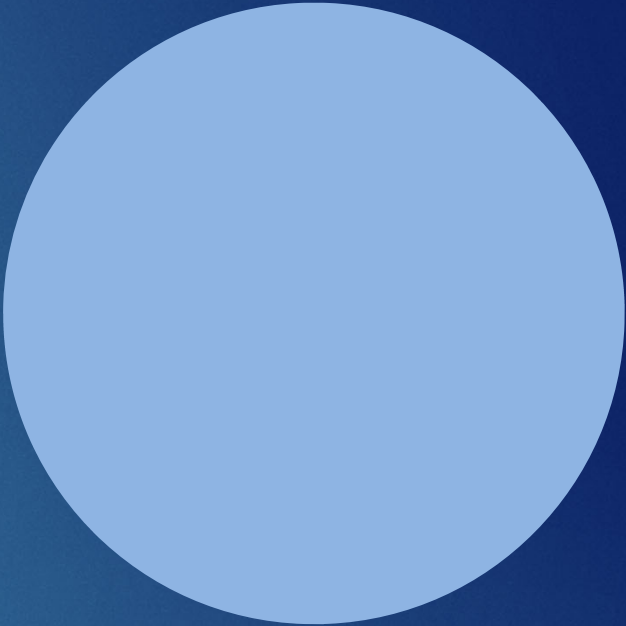
Solution

- Templates that can be used for any virtual course, meeting, or event

Benefits

- Promotes consistency
- Adds a clean look and feel
- Allows the facilitator to quickly pivot as needed





A large, semi-transparent blue rectangle is centered on the slide. To its right, a large, light blue circle overlaps the rectangle's edge. The word "Welcome" is written in a white, sans-serif font across the middle of the rectangle and circle.

Welcome

Please check your audio and video connections
and place yourself on mute.
We will begin in just few minutes.



A silver laptop is open on a wooden desk. The screen is white and displays the word "Welcome!" in a large, bold, dark green font. To the left of the laptop, there are two small white pots containing cacti. In the background, a window with a mesh screen shows several larger green plants in pots. The scene is brightly lit, suggesting a sunny day.

Welcome!

Welcome!

ABC-123, Course Name Here
April 4th – 15th

Please check your audio and video connections
and place yourself on mute.
We will begin in just few minutes.



Debrief



*Thank you for joining today.
Please exit out of the session.*

Have a great day!

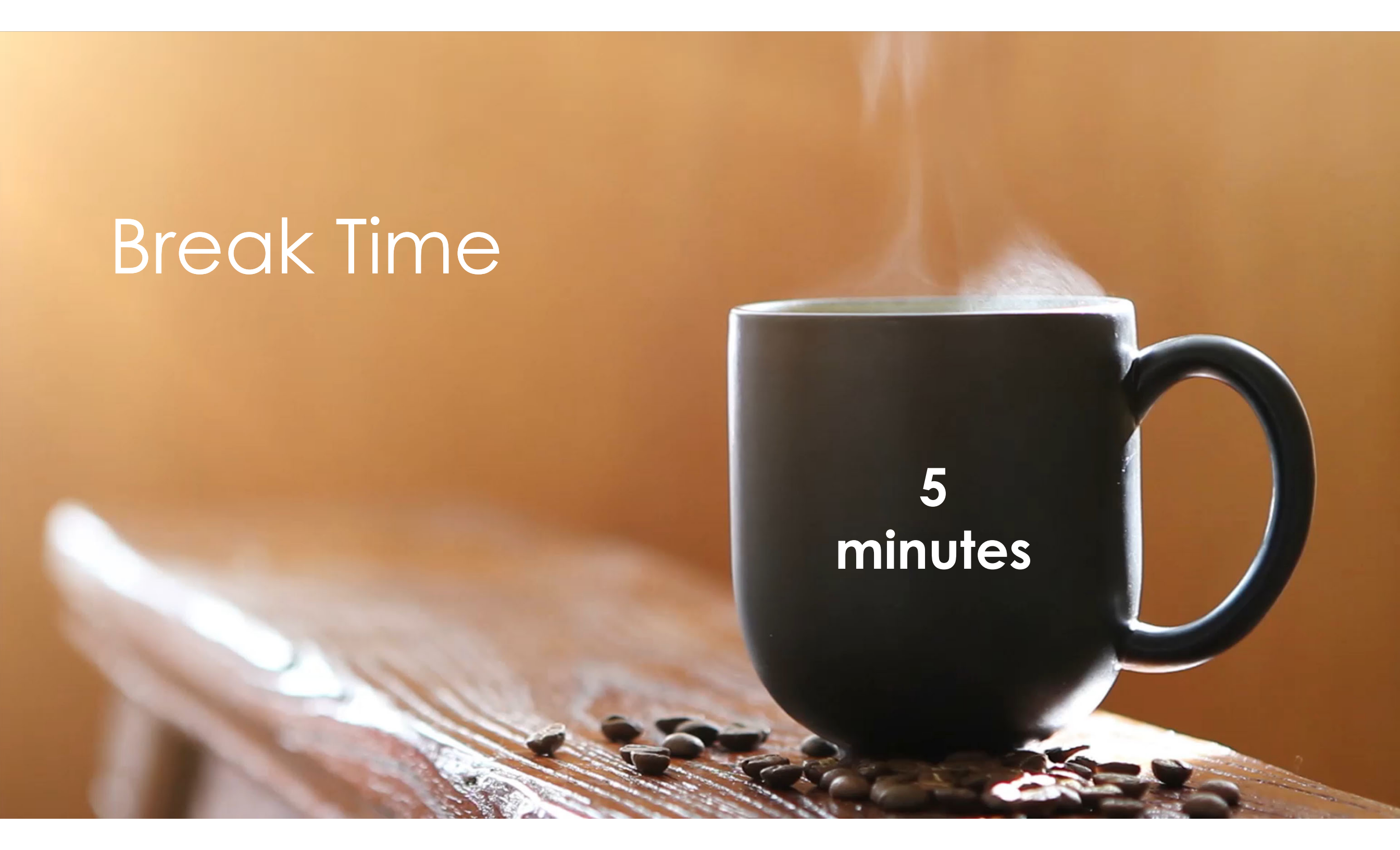


Break Time



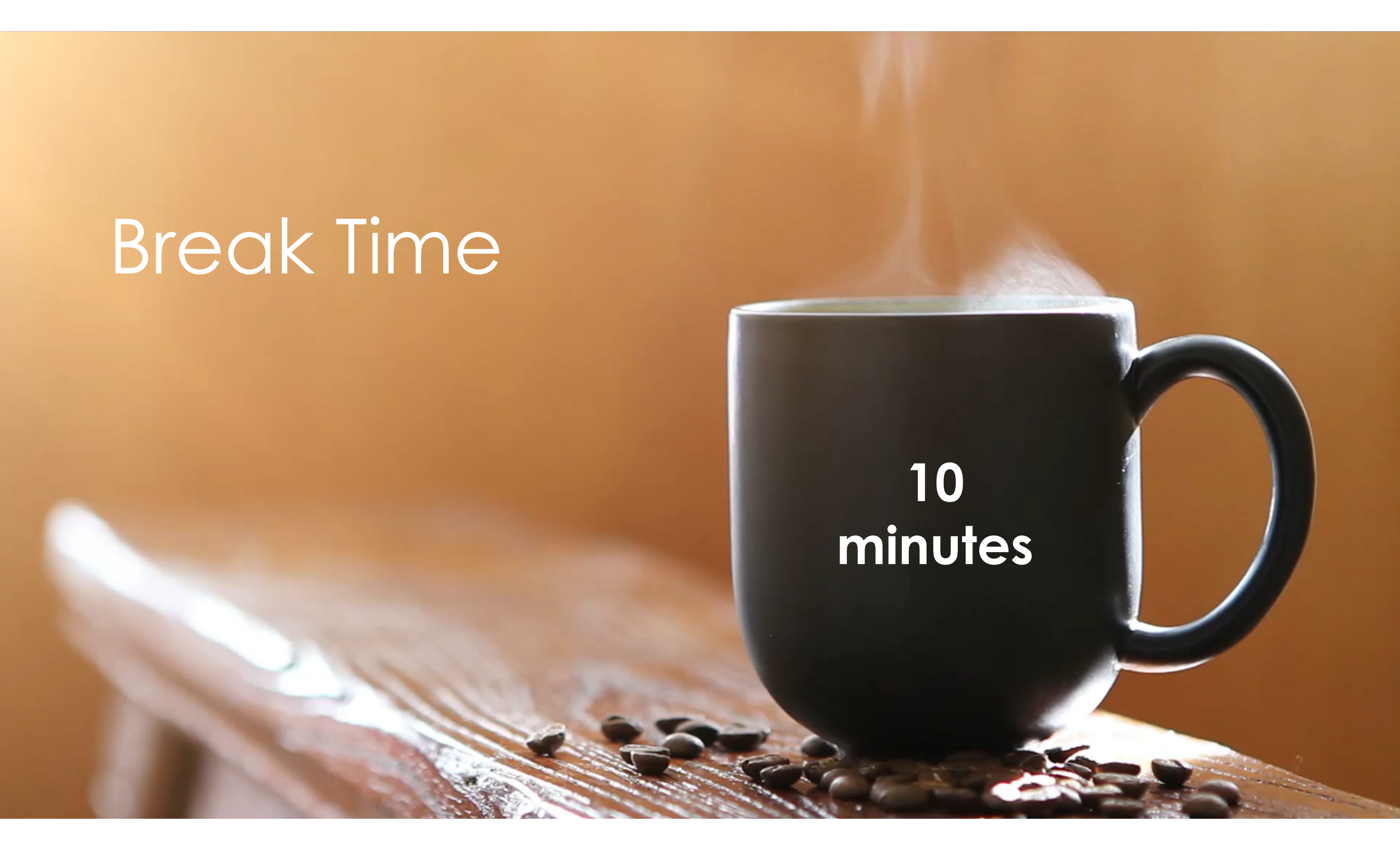
Break Time

5
minutes

A black ceramic mug filled with coffee sits on a rustic wooden surface. Several coffee beans are scattered on the wood around the base of the mug. Wisps of white steam rise from the top of the mug. The background is a warm, out-of-focus brown color.

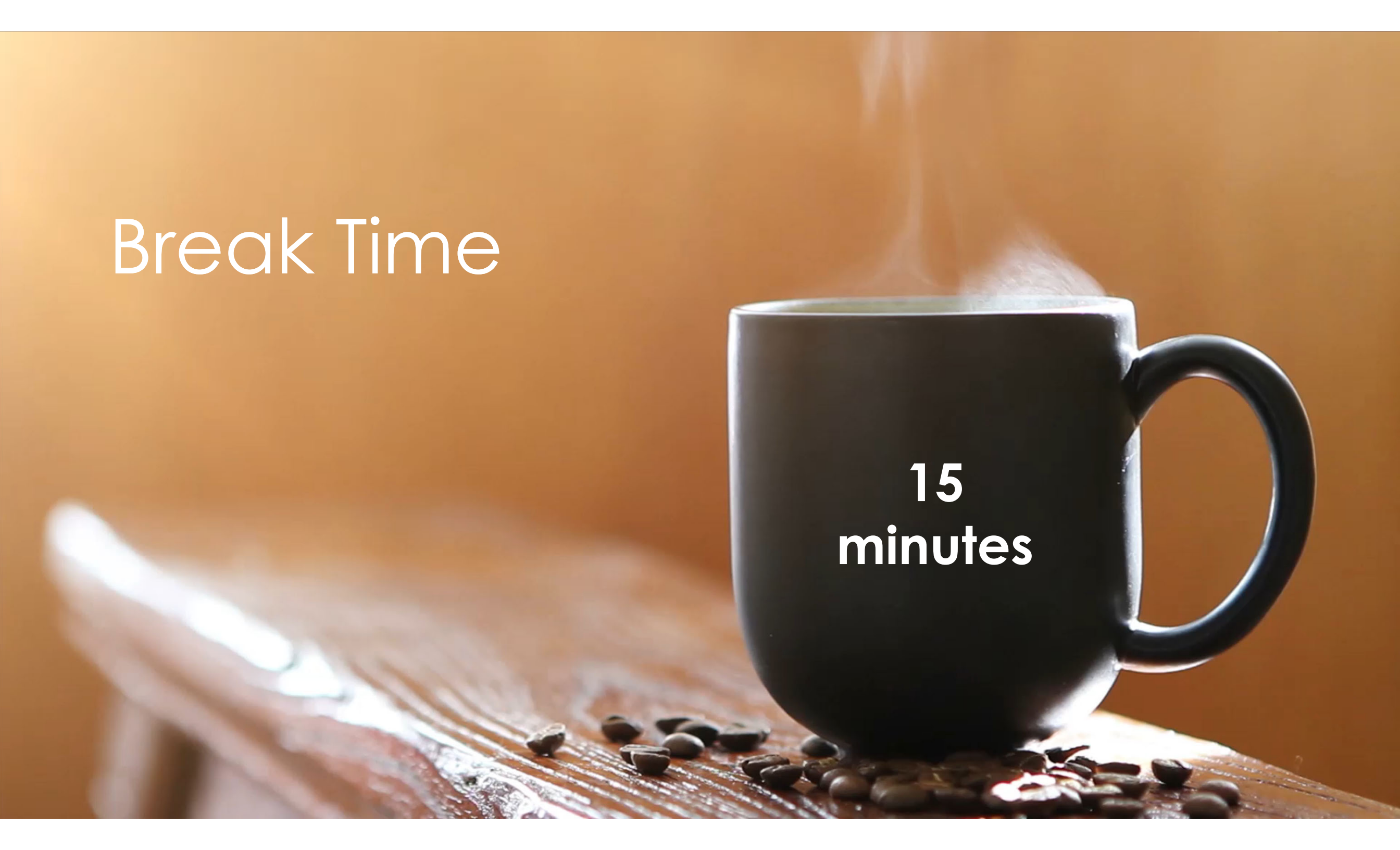
Break Time

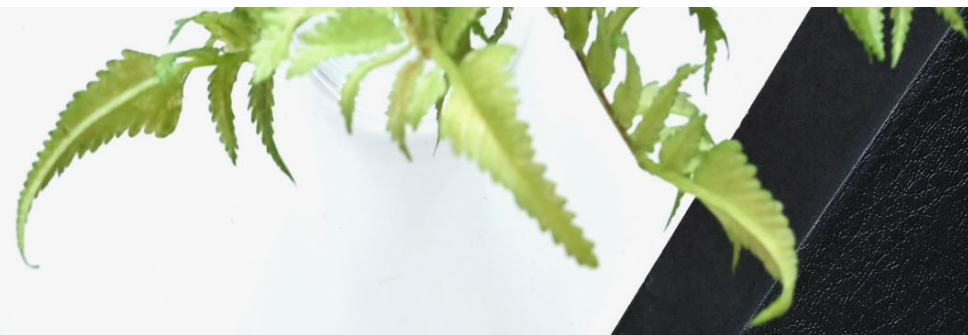
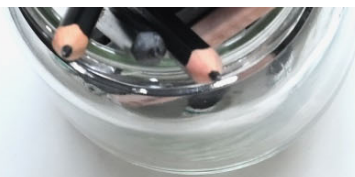
**10
minutes**

A black ceramic mug filled with coffee sits on a rustic wooden surface. Several coffee beans are scattered on the wood around the base of the mug. Wisps of white steam rise from the top of the mug. The background is a warm, out-of-focus brown.

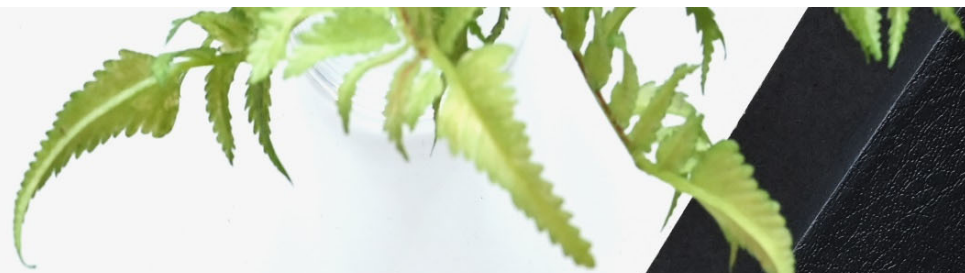
Break Time

**15
minutes**

A black ceramic mug filled with coffee sits on a rustic wooden surface. Several coffee beans are scattered on the wood around the base of the mug. Wisps of white steam rise from the top of the mug. The background is a warm, out-of-focus brown. The text 'Break Time' is overlaid on the left side, and '15 minutes' is overlaid on the front of the mug.

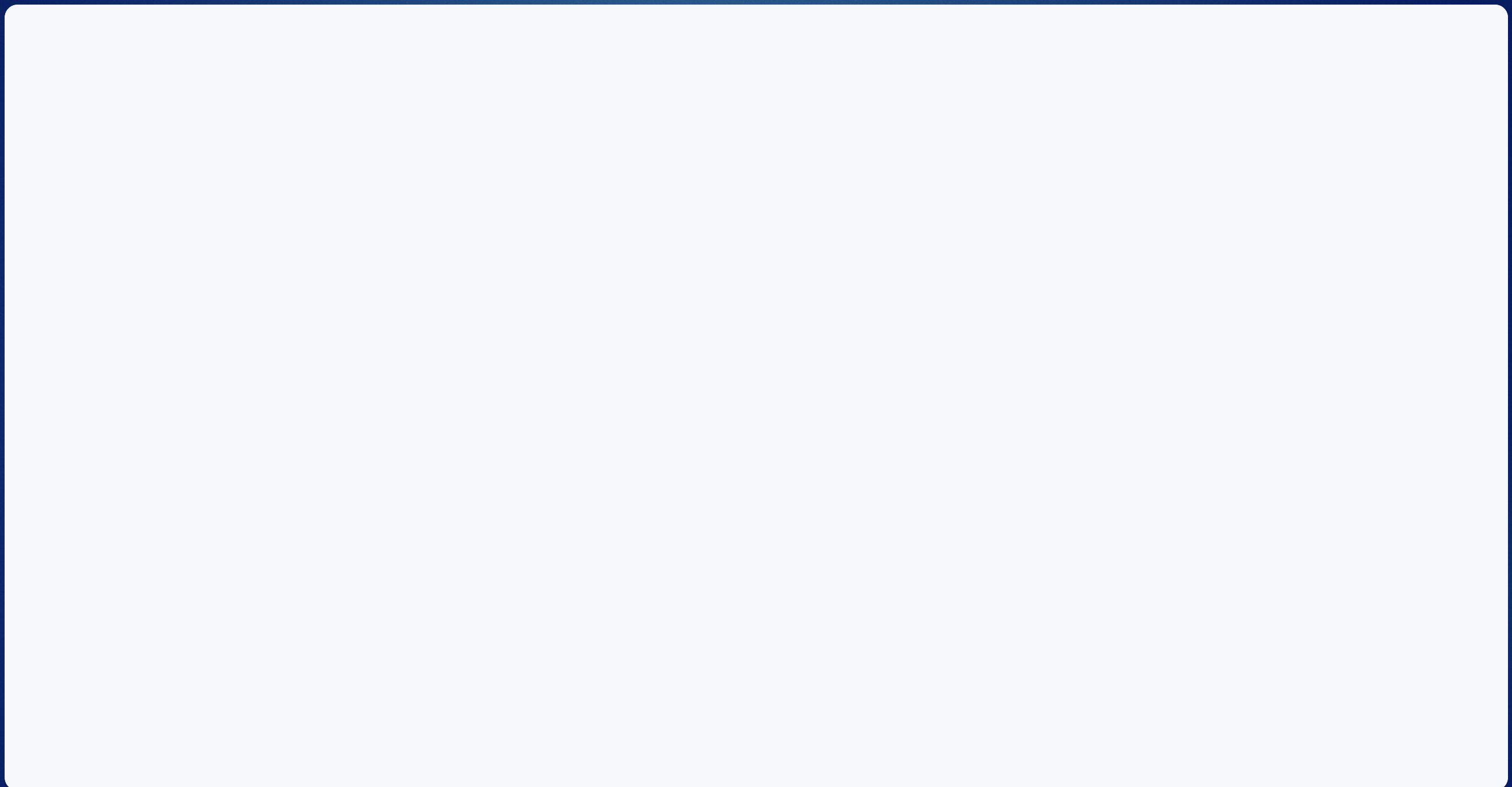


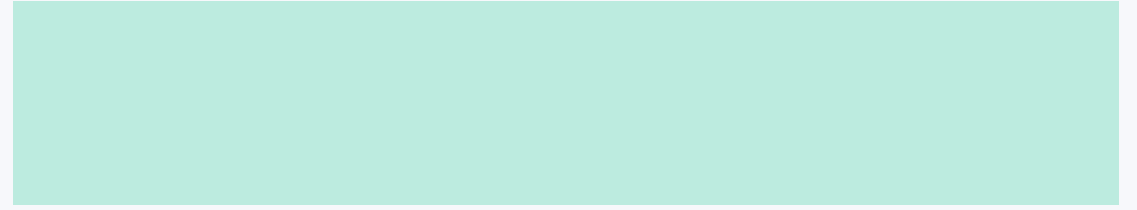
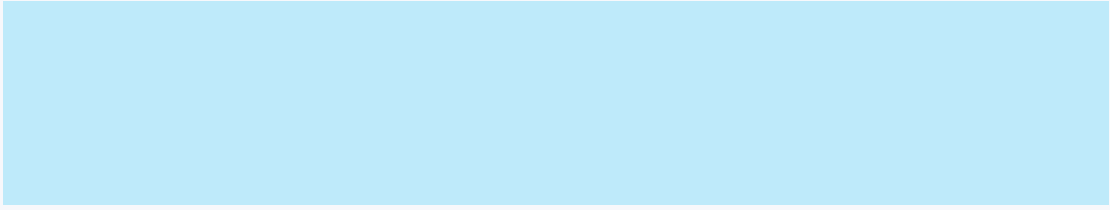
Break Time



Lunch









Angela

Byron

Cassie

Dalia

Egbert

Francine

Gerald

Hikaru

Isaiah

Juan

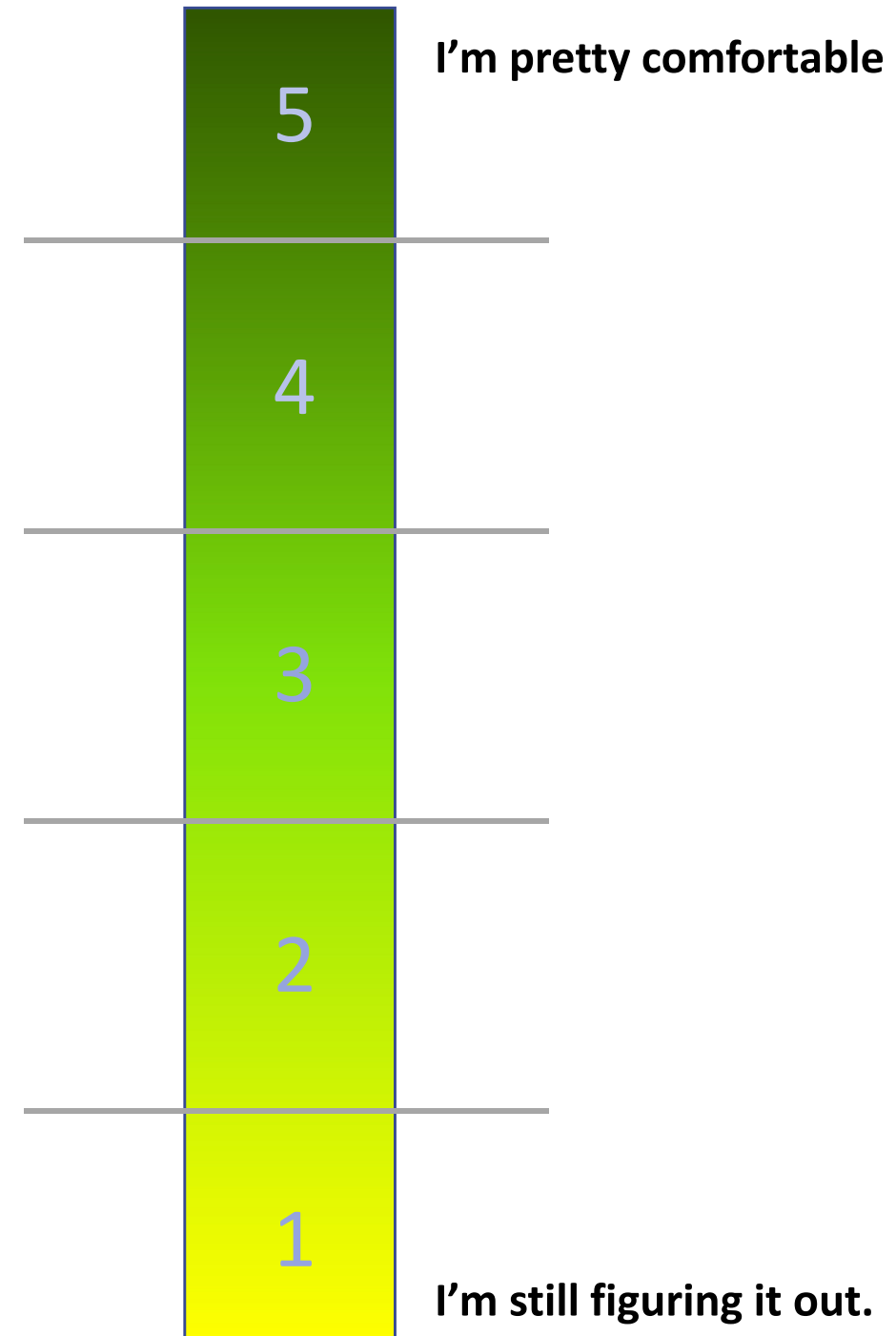
Kevin

Liang



[Empty cell with light gray background]	[Empty cell with white background]
[Empty cell with white background]	[Empty cell with light gray background]
[Empty cell with light gray background]	[Empty cell with white background]
[Empty cell with white background]	[Empty cell with light gray background]

**How
comfortable are
you?**



Check In

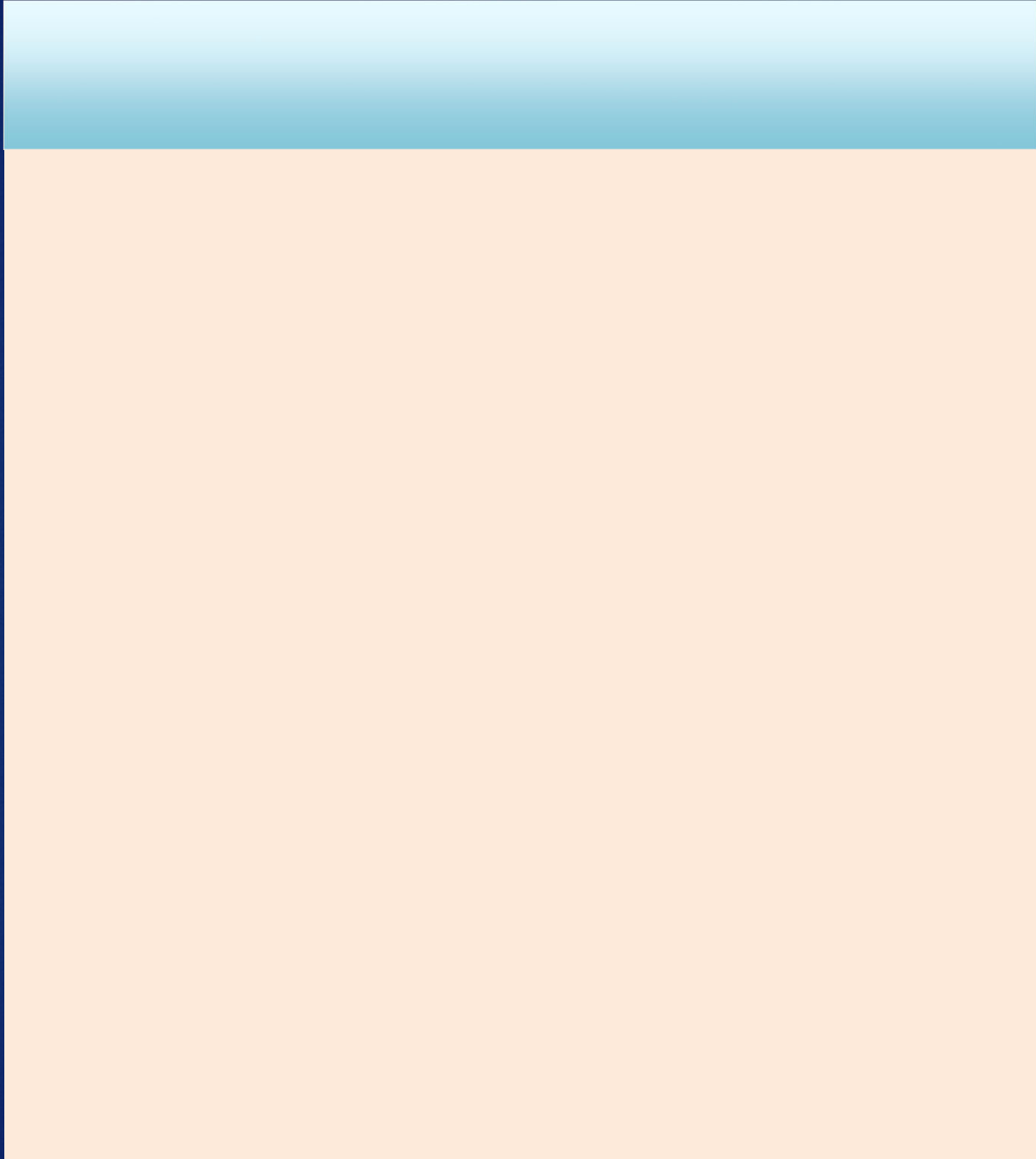
What do you like?

What should we keep doing?

What should we do differently?

Announcements

Please let us know if there are any questions.



Please let us know if there are
any questions.

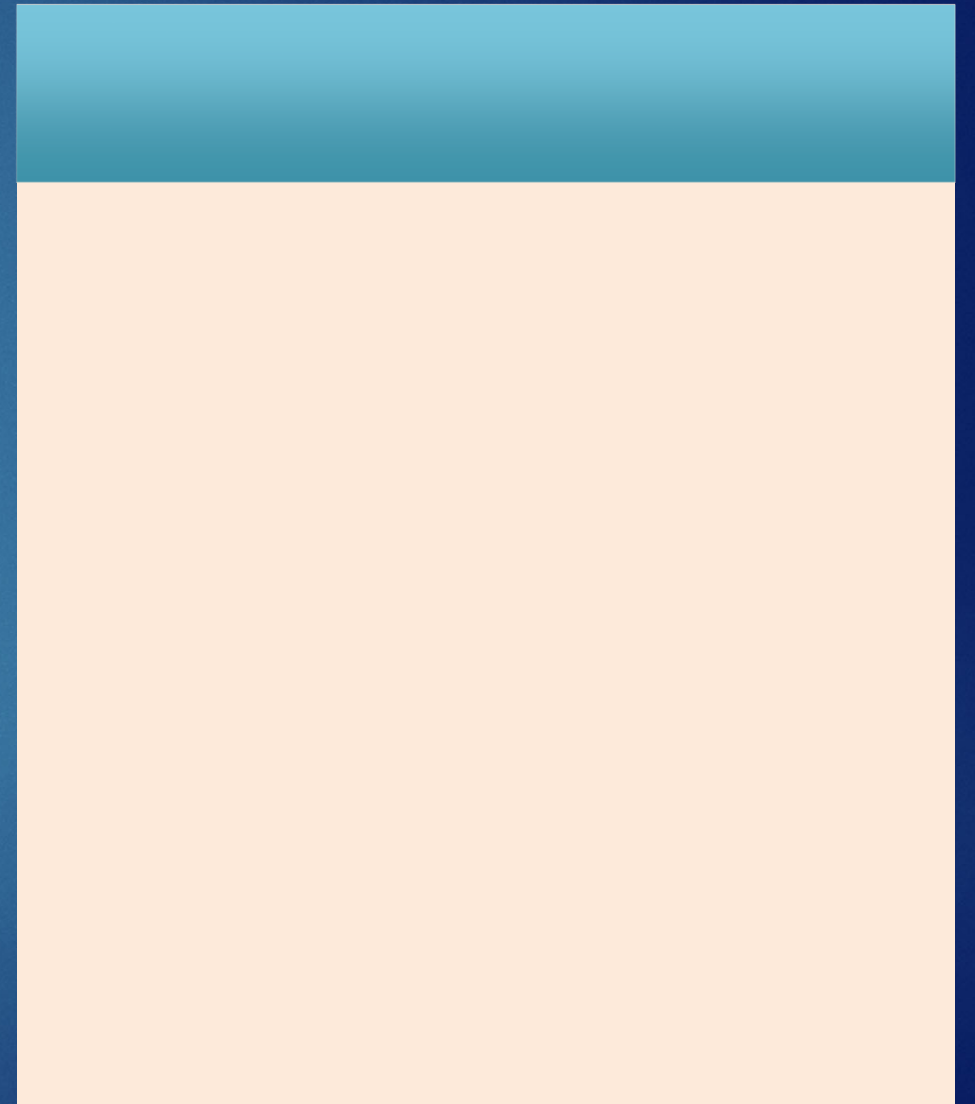
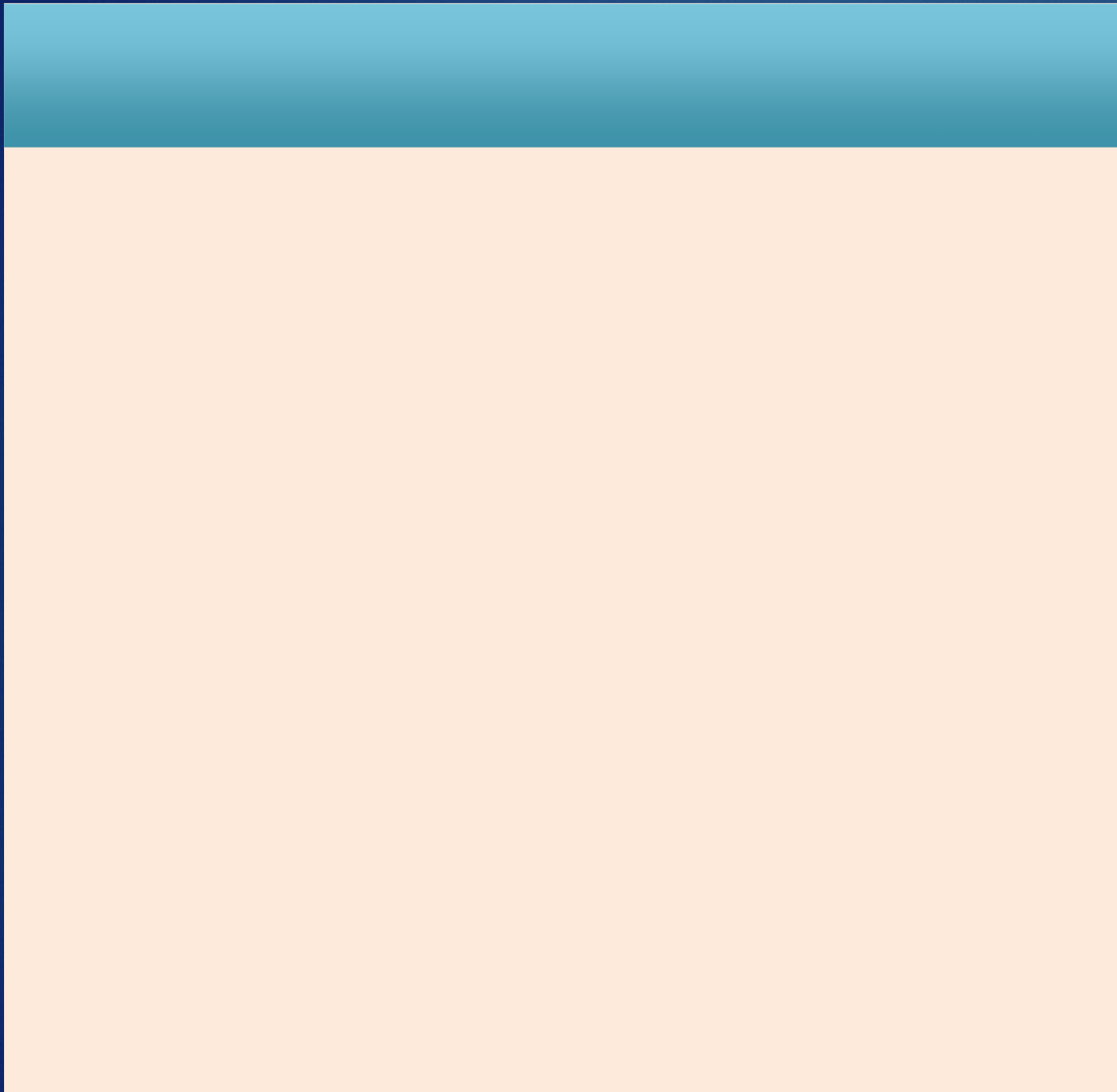
Agenda

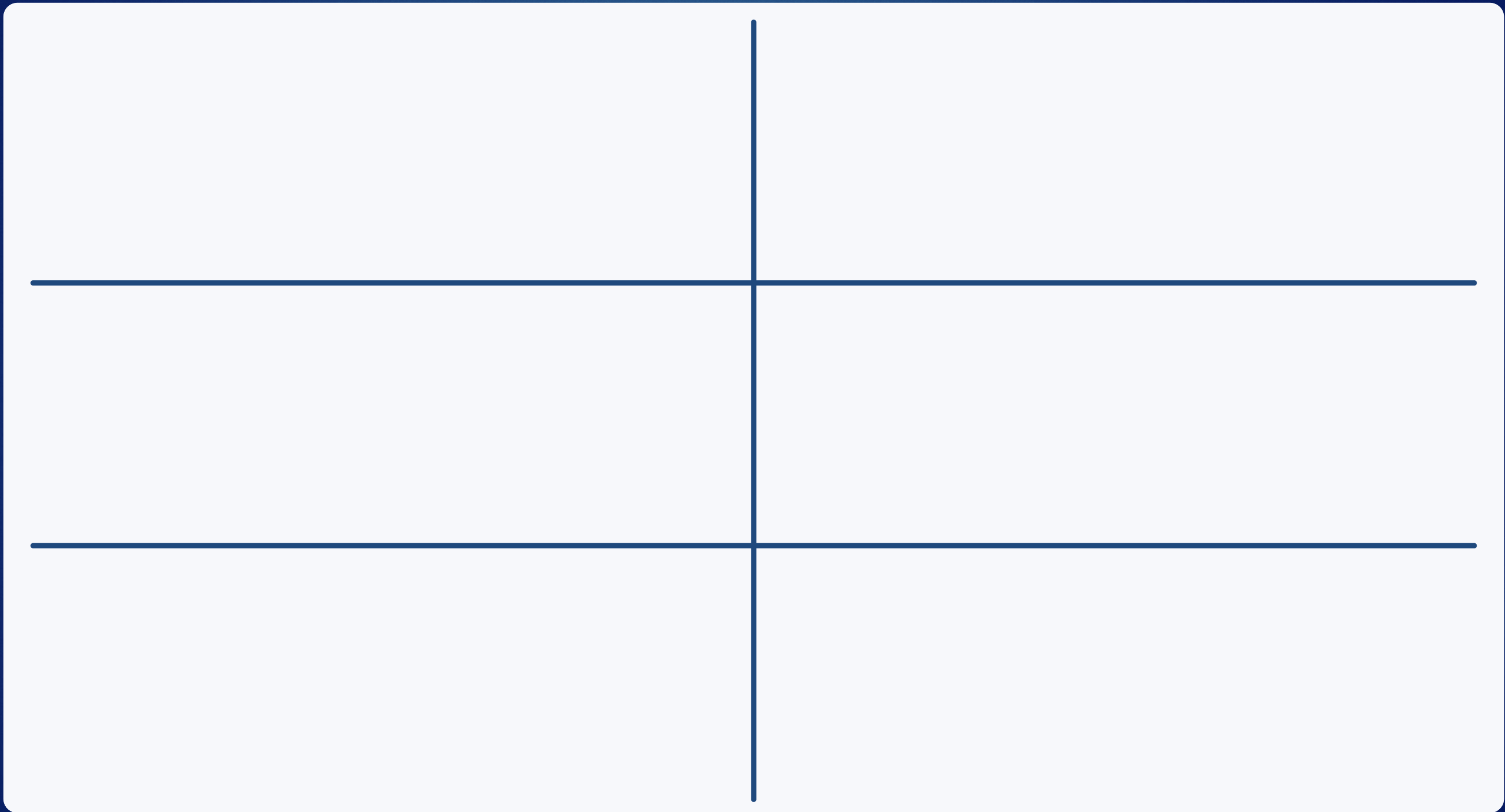
Notes

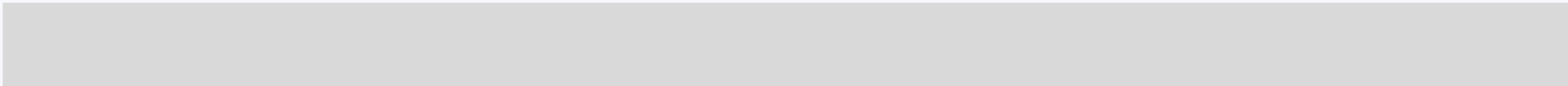
Activity

You have ____ minutes.

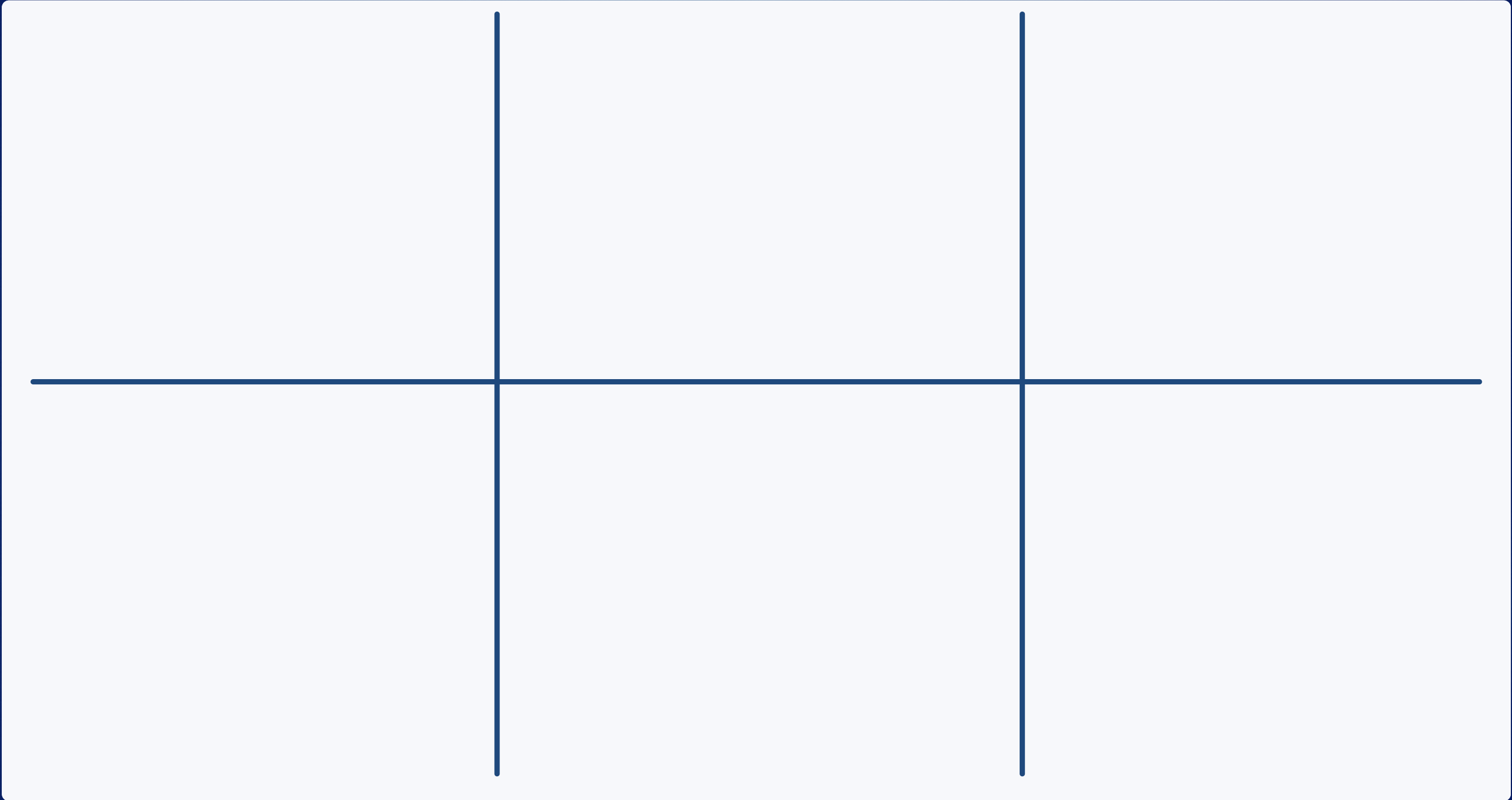
Assignments







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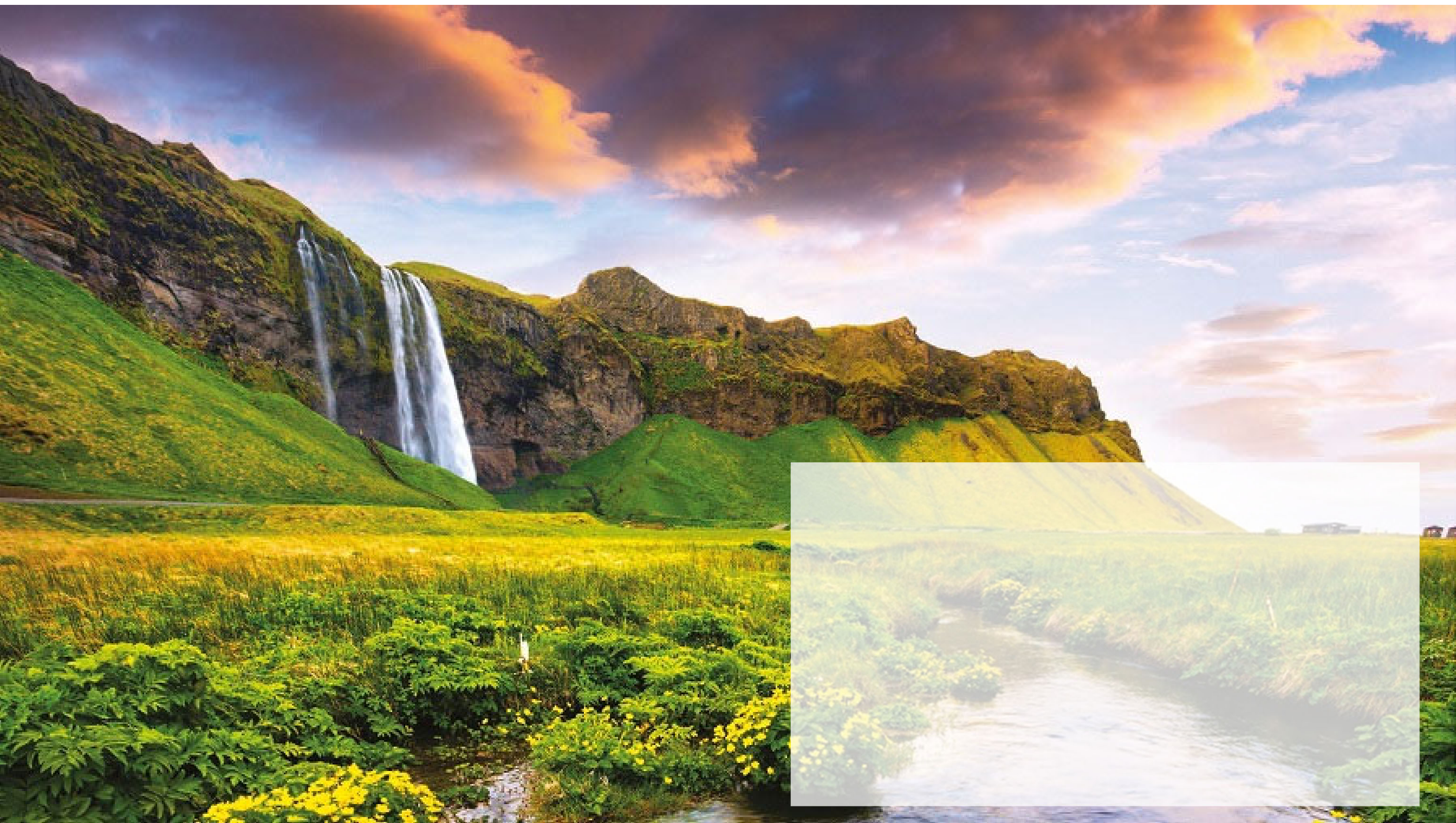












Module 3 Case Study Activity

Assignments: Case Study A

Breakout Group	Group	Exercise
Group 1	<u>Alia</u> , James, Courtney	Scenario 1
Group 2	<u>Gerald</u> , Leticia, Ming	Scenario 2
Group 3	<u>Juanita</u> , Kelli, Andrew	Scenario 3

Instructions

- **Presenter**

- File Transfer: Case Study A.doc
- Download and save the document to your computer.
- In the breakout, pull up the file. **Share → File**. (NOT Share → Desktop)

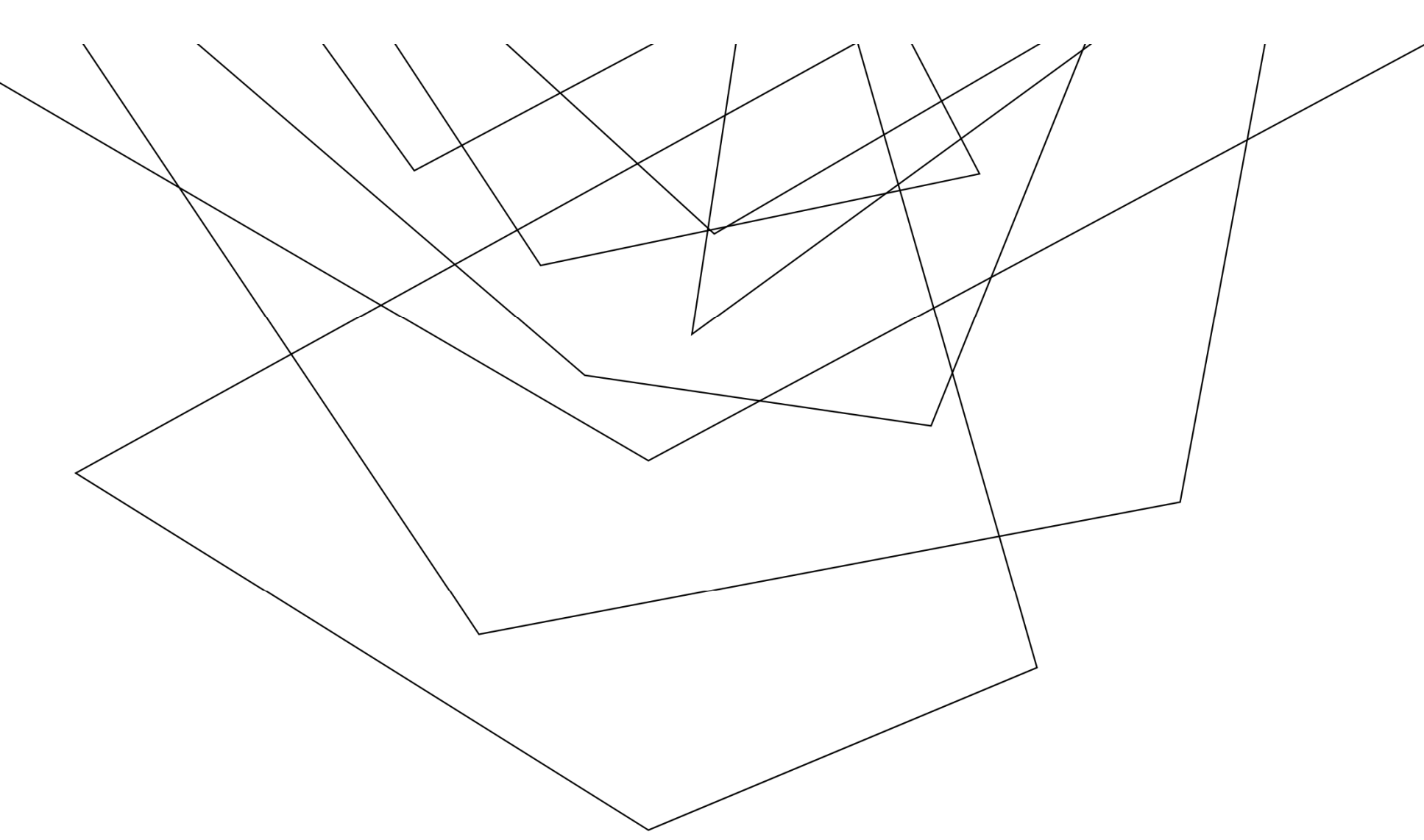
- **Team**

- Choose a scribe(s) and a spokesperson.
- Review the activity on page 25 of your student guide.
- Use annotation to answer the questions on the document. Choose a dark color for your text.
- Put your group name at the top.

- **Spokesperson** - Be prepared to present your assigned exercise back to the class.

You have _____ minutes.

Presenters: Do not end your breakout session. We will bring everyone back at one time.



SAFETY LEADERSHIP WORKSHOP AT LLNL

Mark Hagerty, Instructional Designer

September 2022

BACKGROUND

- Safety Leadership Workshop was Instructor Led
- Required for any employee supervising others
- Need to shift to online delivery (pandemic)
- Reorganization and attrition
- Large backlog and many new, first-time supervisors



WON'T A 6-HOUR WEBEX COURSE BE ABSOLUTELY DEADLY?

- Everyone

**NOT IF WE KEEP THEM BUSY
THE WHOLE TIME.**

AND OK, LET'S MAKE IT 4 HOURS

- Glenette & Mark

**WON'T A 6-HOUR WEBEX COURSE BE
ABSOLUTELY DEADLY?**

- Everyone

DRIVERS



INTERACTIVE

Quick pace, lots to do



TECHNOLOGICAL

Applies technology to
best advantage



REAL WORLD

Relevant to learners



UP TO DATE

Current theoretical
underpinning



WE TRIED SOME NEW THINGS

JOINING

Come on early, ask them chatty questions as they join.

Sets expectation to type and unmute.

PARTICIPATE

A LOT of videos
Chat and voice encouraged throughout.

“Podcast” style co-facilitators.

OPINION

Ask for examples from their work and lives. Let them speak to what they know.

BREAKS

With a dash of humor.

DISCUSS

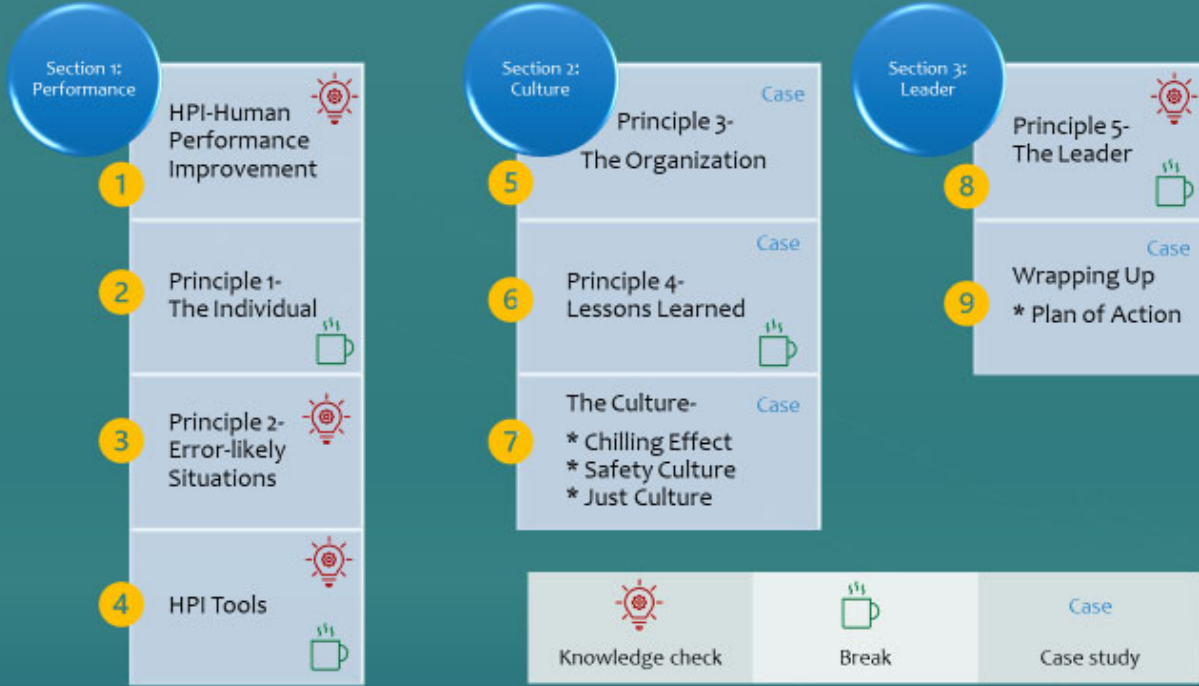
Video case study.
Time to discuss in small groups.

What is Workplace Safety? An Example



30 seconds

Course Overview



A Message on Safety



Kim Budil, Lab Director

2 minutes

One way we... mentality of "disciplin... appropriate conduct of oper... unsafe practices, and focusing on ass... operations before they begin rather than hav... operations once they are underway.

The ever-increasing pace of work at the Lab brings new challenges every day, but with your help, we can create a culture of disciplined operations that encourages all employees to take ownership of safety. We care about our colleagues and a strong safety culture is critical to ensuring we all go home the same way we arrived. It is also how we ensure that our critical mission work can continue without incident.

I am personally committed to strengthening our safety culture, and I ask that you join me in this effort. This Safety Leadership Training is part of my commitment to you, and will provide you with a solid foundation for bringing a strong safety mindset to everything that you do. Let's keep the Lab a safe place to work, today and every day.

Kim Budil

Knowledge Check 1

Equipment failure accounts for 20% of adverse event occurrences.

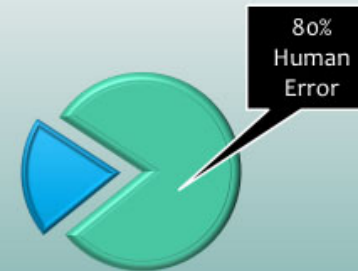


To what is the other 80% due?

How many HPI Principles will we cover in this class?

- Three (3)
- Four (4)
- Five (5)
- Six (6)

How did you do?



Equipment failure accounts for 20% of adverse event occurrences.

To what is the other 80% due?

How many HPI Principles will we cover in this class?

- Three (3)
- Four (4)
- **Five (5)**
- Six (6)

Any questions on lesson 1 before we move on?

Section 1
24

Situational Awareness

Count how many times the players wearing white pass the ball

No Audio

HS0013 Safety Leadership Workshop
Lesson 2: Principle 4: The Individual

Section 2
30

Questions

- What situations caused, or could have potentially caused, a chilling effect?
- Who was affected by the chilling effect? How will it impact them in the organization?
- How might the lack of communication impact trust in the organization?
- Who is responsible for the tone in the work environment?

Case Study Group Activity

Enter breakout rooms → Discuss the case study → Answer assigned questions → Capture responses to share with the class

HS0013 Safety Leadership Workshop
Lesson 7: The Culture

Example of a Personal Plan of Action

Plan of Action

Action 1: Encourage my subordinates to demonstrate a questioning attitude

Short-term Goal:

Discuss questioning attitude a couple times a week at staff meetings. Give the work team some scenarios and ask them questions. As time goes on, make the scenarios harder—use current ORPS reports as a source of information. After the exercise, read the ORPS report.

Long-term Goal:

Continue to engage the work team in other activities, such as hazard analyses, site safety walk-throughs, and other opportunities to think about safety and “what if.” Also discuss scenarios where rushing to perform a common task leads to unwanted consequences.

The goal is to gradually get the work team to always ask questions about what they are supposed to be doing—even the simple stuff.

Expected Results:

This will result in a work team that habitually asks questions about the job they are expected to do—no matter how easy or hard.



Break time?

- One more lesson
- Need a break or power through?
- Please be back in 5 minutes

EVALUATION

L1 Evals via Email

- Convinced Glenette we could test level one evaluation for Live-online delivery
- Email a form
- Manually compile into spreadsheet

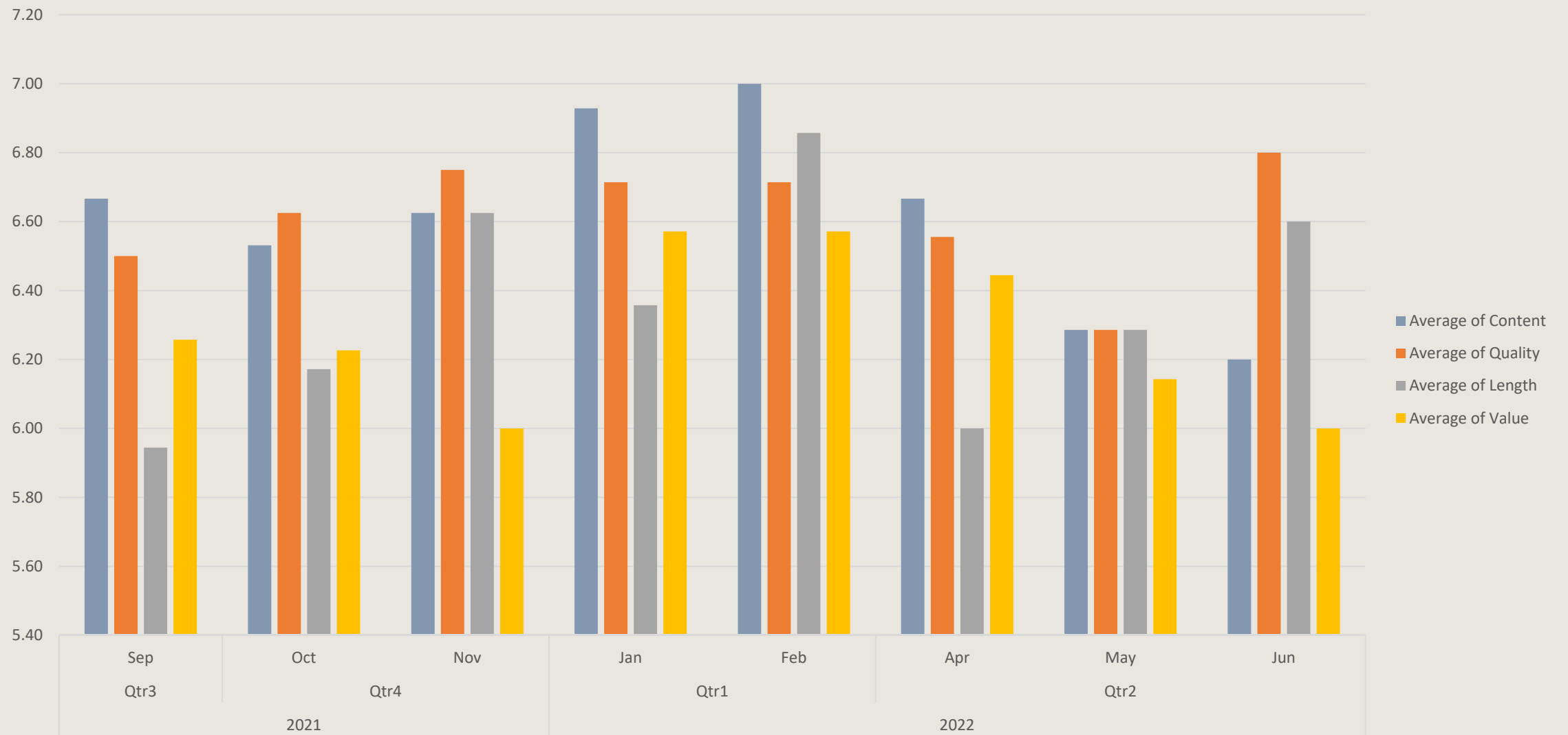
Evaluation:
Please type a number from **1 to 7** using the scale shown here.

1= 😞 2= 😞 3= 😞 4= 😞 5= 😊 6= 😊 7= 😊

Rating	Item	Additional Comments E
	The content met the intent of the course objectives	
	The quality of the course met my expectations	
	The length and pace of this course was appropriate	
	The course was a valuable use of my time	
How might we improve this course?		
Which topic or lesson was most helpful to you?		
What could we cut without losing value?		

Course Evaluation Summary									
HS0023 Safety Leadership Workshop									
Scale: 1= 😞 2= 😞 3= 😞 4= 😞 5= 😊 6= 😊 7= 😊									
	100%	98%	19%	98%	29%	98%	Overall Rating: 6.43 Out of 7.00		
Counts:	160	156	31	156	47	156	53	155	45
Average:	6.60		6.62		6.21		6.28		

RESULTS





R E S P O N S E S

SEP 2021

The instructor did an outstanding job. I liked her energy and the course was well put together. She was very prepared and the videos and PowerPoint was nicely done.

NOV 2021

The best training course I have ever taken at the Lab.

MAY 2022

Fantastic course.
I appreciated you and Glenette's energy.



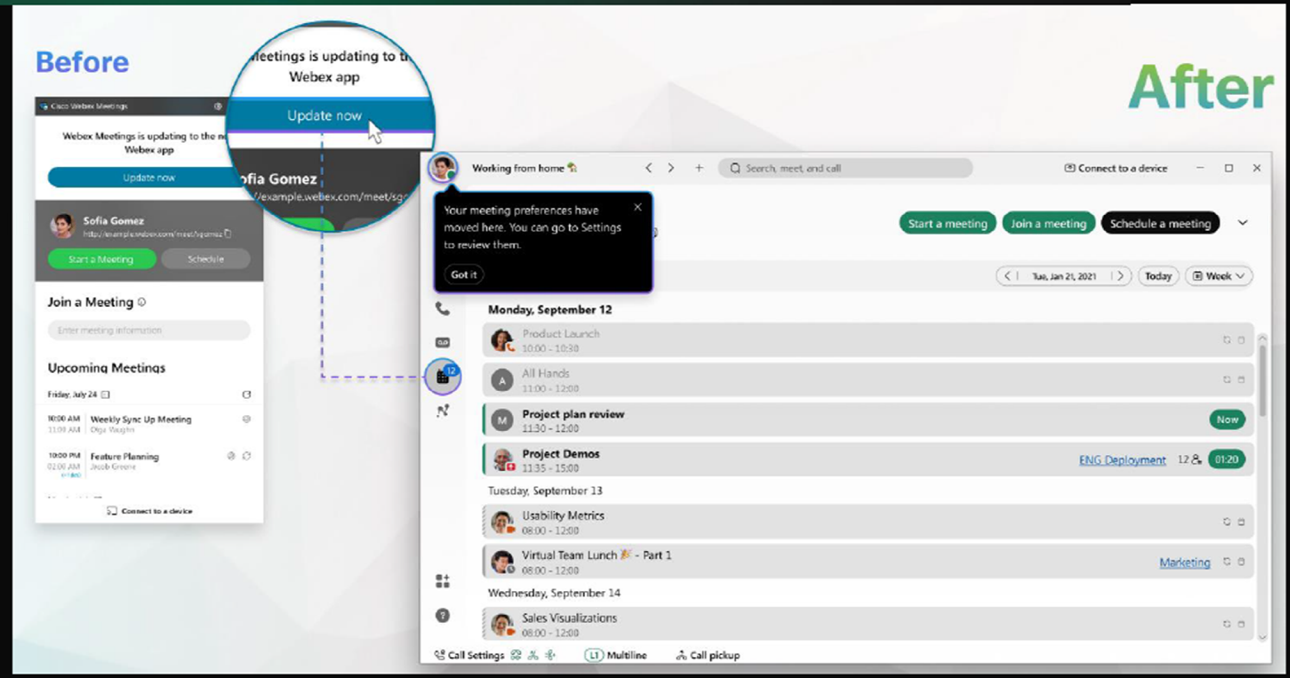
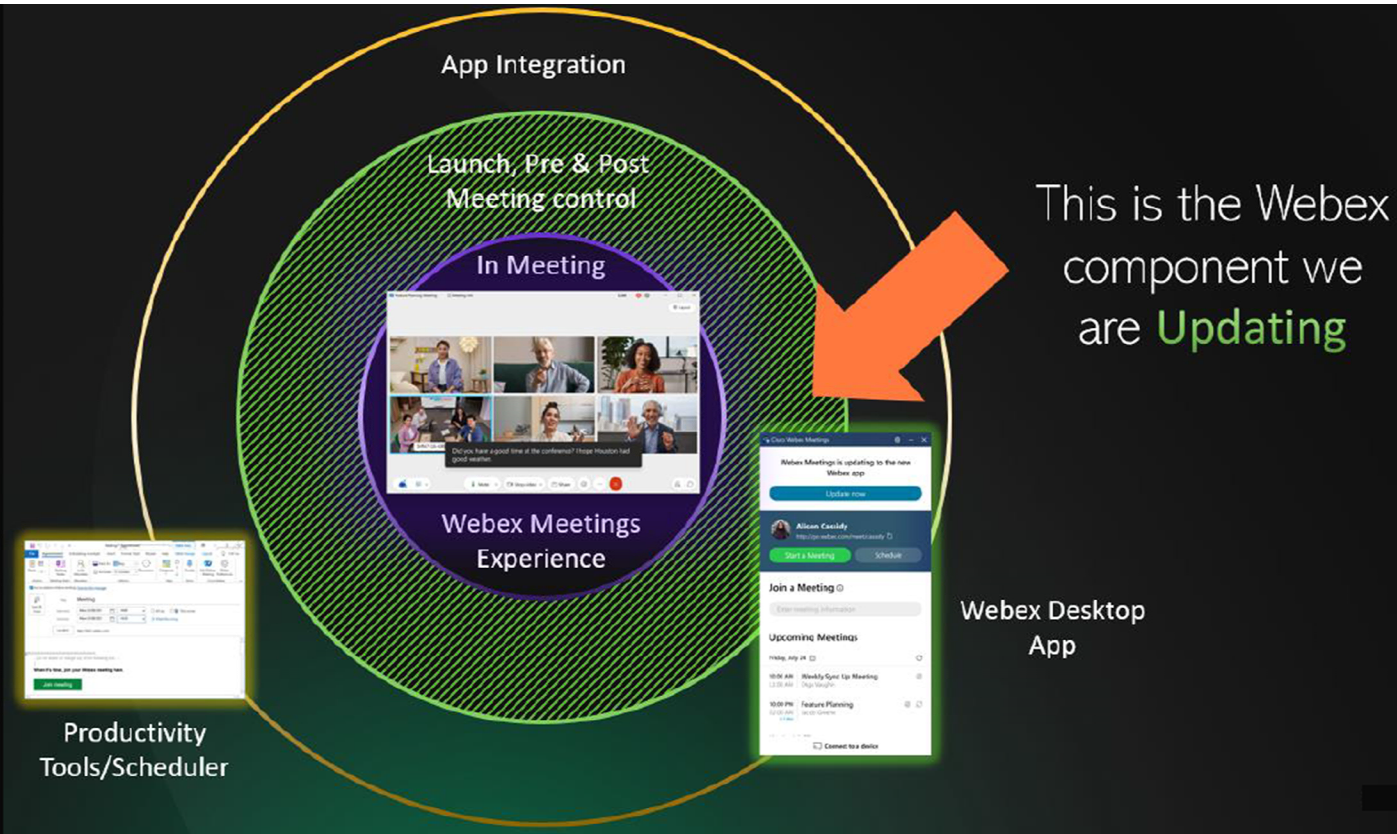
THANK YOU

Mark Hagerty

hagerty7@llnl.gov

(925) 423-0418

Webex Meetings App to Webex App Update



Webex Webinars will replace Events (Classic)

Webex Webinars provides customers with more engaging experience and advanced functions, including:

- Rich branding options
- High motion video and audio content share
- Engagement with reactions, polling and Q&A, and breakout sessions
- Advanced production and content management

Events (classic) can't be scheduled past March 31, 2023

The screenshot shows the Webex Enterprise Site interface. At the top, a blue banner reads: "After March of 2023, you will no longer be able to schedule any new events with Webex Events (classic). [Learn more about Webex Webinars.](#)" Below this, a navigation bar includes a link "Go to new webinar scheduler" and a URL "https://cisco.com/go/webex-webinars-gs". A central modal window titled "Schedule your next event with the new Webex Webinars" is displayed. It lists the following capabilities:

- Up to 100,000 attendees
- Branded registration
- Live streaming and on-demand replay
- Engagement with reactions, Slido, polling and Q&A, breakout rooms
- Advanced production and content management
- Email templates and reminders
- Attendee activity reporting

Below the list, another banner states: "After March of 2023, you will no longer be able to schedule any new events with Webex Events (classic). [Read more about Webex Webinars.](#)" At the bottom of the modal, there are two buttons: "Remind me later" and "Schedule a webinar". A red arrow points from the "Schedule a webinar" button to the "Go to new webinar scheduler" link in the navigation bar. The Webex logo is visible in the bottom right corner of the page.

Virtual Event

webexone²²

Register for Free

October 25-26 Americas

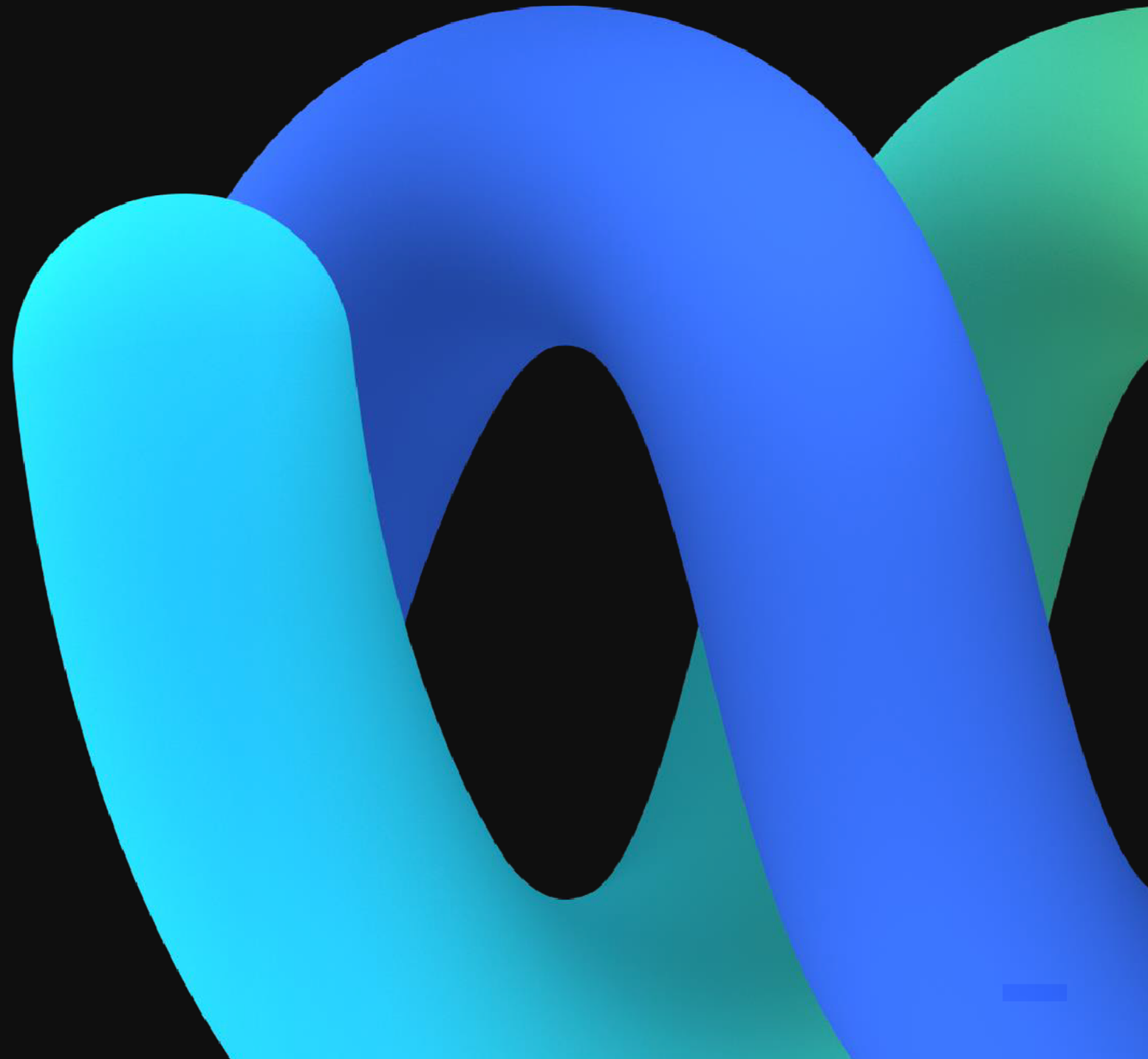
October 26-27 EMEA & APJC

Collaboration's
can't-miss event.

Hybrid work's latest trends. Insights from the biggest names in the business. Groundbreaking innovations and industry-first announcements.

This is a networking opportunity you just can't miss.

Questions?





Got Feedback?

- Please complete the Meeting Evaluation (see link in the chat).
- It only contains five questions and should take about a minute!

This survey is unclassified, do not include any classified, UCNI, or OOU information in your response.

EFCOG TWG | Webex for Training User Group | Meeting Evaluation

*Q1. It was easy for me to become actively involved/engaged in the user group meeting

Strongly disagree Somewhat disagree Neither agree nor disagree Somewhat agree Strongly agree

*Q2. I will be able to apply what I learned on the job.

Strongly disagree Somewhat disagree Neither agree nor disagree Somewhat agree Strongly agree

*Q3. How likely are you to recommend this Webex for Training User Group Meeting to others?

Not at all likely Extremely likely

0	1	2	3	4	5	6	7	8	9	10
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*Q4. Please comment on your response to question 3

*Q5. How often would you attend a WebEx for Training User Group meeting?

Monthly Quarterly Twice a year Once a year

[Next page >](#)



Future TWG Learning Events

MS Teams for Training User Group

Join us for a discussion on how best to utilize MS Teams for training, collaboration, and organization.

WHO IS THIS FOR:

- *Beginner Users*
- *Intermediate Users*
- *Experienced Users*

Brought to you by EFCOG Training Working Group

MS Teams for Training User Group

Monday, 26 September 2022 at 11 am MT

**Needs of New Gen of Learners:
Mentorship Approach**

Monday, 10 October 2022 at 11 am MT

Creating Microlearning

Monday, 14 November 2022 at 11 am MT



Look for some follow ups...

- Follow up email with slides and recording link from our Meeting.
- Calendar invitations:
 - MS Teams for Training User Group on September 26 at 11 am MT
 - Needs of New Gen of Learners: Mentorship Approach on October 10 at 11 am MT

The slide features a blue background with a white diagonal section on the right. The Webex logo (two interlocking circles) and the text "webex by CISCO" are in the top right. Below the logo, it says "Join us for a discussion on how best to utilize Webex for training and collaboration." Underneath, a section titled "WHO IS THIS FOR:" lists three user levels: "Beginner Users", "Intermediate Users", and "Experienced Users". On the left side of the slide, the text "Webex for Training User Group" is displayed in white on a green background. At the bottom left, it says "Brought to you by EFCOG Training Working Group".