



Garib Unnayan Sangstha (GUS)- July-2021

Virtual training / meeting management policy.

1. Introduction:

Due to the Corona epidemic sitting at home office and online based having to do various meetings / training regularly. In the days ahead, there will be several more important issues including online meetings / training we have to continue. For this reason, it is important to keep an eye on certain issues for the participation and management of this meeting. These meetings and trainings at the organization are usually via Zoom Link, Go to Meeting Link, Face book Life and Tele-Conferencing. Is managed. Speak directly through Zoom Link, Go to Meeting Link or through comments in the chat box and You can participate in Face book Life by asking questions in the comment box. However, for all types of participation in orderly participation / management of meetings / training There are certain rules and regulations to be followed.

2. Purpose:

- A. Learn what to look for and tactics to help ease the way.
- B. Ensure effective participation in training / meetings.
- C. One-to-one skills development of colleagues.

3. The medium of training / meeting is virtual

Usually when meeting with 500 people you have to use zoom meeting link. (Everyone can use video). In addition to Go to Meeting Link 250 (Video 25 people), 60 minutes free meeting can be done using Google Meet and 40 minutes free meeting can be done with 50 people in zoom meeting. One-to-one training can be done through Tele-conferencing.

4.1. Training method:

- A. First, create a course outline and content list
Approval of Deputy Director and Executive Director is required.
- B. Online courses should be done through Zoom link, Go to Meeting Link, Skype, and Teleconference.
- C. The instructors will make a slide presentation by studying their respective topics before each session.
- D. Each session will be 20 minutes long and the session will be taken through slide show.
- E. The lecture procedure will be followed and there will be a 10 minute question and answer session at the end of each session.
- F. At the end of the course, you have to verify the training through Google form.
- G. All training materials after verification is completed
All bills will be emailed and uploaded to the website.
- H. There will be one conductor in the training and at least two trainer sessions.
- I. Training usually has to start on Friday or Saturday at 3 pm.
- J. If the training is not completed in one day, the session can be conducted on the 2nd and 3rd day.

4.2. Meeting Management Procedure:

- A. Each meeting will be completed online.
- B. Each meeting will not be more than 90 minutes.
- C. In case of emergency meeting / training office opening day It should start at 7.30 pm.

5. Curriculum preparation

Curriculum preparation should be done before each training.

Below is a table for making curriculum.

Name of training:

Date and time:

Session No	Session Name	Scope (Minutes)	Session Objective	method
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6. Obligatory for the participant:

- A. You need to open the link at least 15 minutes before the specified time to enter the link.
- B. If there is any problem in accessing the link, you need to contact the IT section or the host.
- C. If you want to speak in a meeting / session, you have to write in the chat box or raise hands. If the moderator or meeting moderator calls you to speak then you have to speak.
- D. Everyone should mute the microphone during the meeting or training.
Unmeet the microphone while talking only.

Virtual training / meeting management policy-1

- E. During the meeting or training, the video should be kept on all the time. If someone has low internet speed, then

the moderator should be informed and the video should be kept off.

F. Those who have a Smartphone must participate in the training / meeting at Zoom link / Go to Meeting.

7. Things to do for the host or meeting / training moderator:

A. At the beginning of the meeting / training, the participants should be informed about its purpose.

B. In the case of meetings, the agendas and in the case of training, what sessions and who will take which sessions should be informed.

C. Decide who will take notes at the beginning of the meeting.

D. Give everyone a chance to ask questions or talk at the end of the meeting / training.

E. At the end of the meeting, the summary (decision, work plan, etc.) should be sent to everyone by email.

F. The host / moderator will assign supervisors to see who has not participated.

G. Meetings must be completed within the specified time.

8. Generally applicable for both parties (host and participant)

A. To behaves professionally.

B. Check the internet connection, your device's microphone, camera before the meeting.

C. Using headphones or earphones. It can be heard clearly.

D. Keep ringtone off and do not receive calls unless absolutely necessary.

E. In case of virtual meeting / training, you have to decide in advance how far you can sit from the camera and which side of the light source of the room you can see at this time.

F. Do not do meeting training in a place where disruption may occur. If it is not possible to lock the door of the house, let everyone in the family know in advance.

G. Refrain from doing e-mail checks or other activities during the meeting / training.

H. Wear formal attire.

J. Change the seating if there is anything that is visible on the camera except you. And fix it before the meeting / training starts.

9. Evaluation method of training:

A. It has to be verified at the end of the training.

B. You need to create a verification form using Google Forms.

C. Must be tested in MCQ method.

D. At the end of the training, the link of the form should be sent to the participants and a specific time should be mentioned.

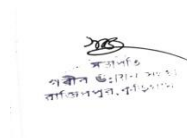
E. A pass mark will be assigned to the test. If any trainee fails then appropriate explanation will be sought from him and administrative action will be taken.

F. At the end of the final assessment it should be sent along with the training unit and a copy will be sent to the personal file of the employee.

Virtual training / meeting management policy-2



Md. AbdulLatif
Executive Director
Garib Unnayan Sangstha (GUS)



Md. Sajidul Islam
Chair person- Board of Trustee
Garib Unnayan Sangstha (GUS).