



Strategic Leadership Consulting

Name of SOP: **Video Conference process**

How will you know if the SOP is successful?

No tech issues, no interruptions, everything runs smoothly, and nothing is forgotten

What event should trigger (begin) the SOP?

15 minutes before a scheduled event

What outcome should conclude the SOP?

Alerting anyone around me the event is over

General Preparation

1. Dress for success: Check shirt and hair
2. Have a full glass of water next to the computer
3. Take off glasses
4. Check background
5. Eliminate distractions
 - a. Warn people in the house
 - b. Put sticky note on door
 - c. Close door
 - d. Turn off music and shut off speaker.
 - e. Put phone on do not disturb

Computer Preparation

6. Adjust desk to setting 1
7. Turn computer notifications off
8. Close out of other apps and windows
9. Have digital and physical resources ready
10. Open Zoom (or other)
- 11. Turn on microphone!**
12. Check sources:
 - a. Sound input = nano Yeti
 - b. Sound output = system
13. Align picture and materials
14. Make sure to have paper for notes
15. Run camera and sound check
- 16. Record if necessary**
17. Take a breath

Wrap-up

1. End meeting:
2. Quit program
3. Turn off mic
4. Turn on notifications on computer and phone
5. Remove sticky note from door
6. Alert the house