**Speakers**

* Carly Kroll, New Resources Consulting Director of Education
* Jon Drosdick, New Resources Consulting Director of Recruiting
* Tina Schuelke, Change Management Communications Center, CEO
* Jerry Eastman, Executive Director WICTRA
* Bob Turner, CISO UW Madison

**Introductions and Wrap Up**

* Beginning of panel: Name, company, role, and share one important lesson you have learned from the shift to remote work
* End of panel: What is one key message you would like everyone here to know?

**Questions**

Culture

* Jon: What changes have you seen in recruiting and interviewing as a result of the move to remote work? What advice do you have for job seekers?
	+ How do you onboard new employees – both to their specific job role and company/team culture?
* Carly: How are you communicating internally (slack, teams, etc.) for quick questions? Who decided on a particular platform/tool? How do you ensure everyone is using the same platform?
* Jon: What are some specific practices in remote work to be aware of – whether it’s something to do – or something to avoid – that will help build a strong culture within an organization?
	+ Jon: I believe you had a story about an open Zoom call
* Tina: How do you ensure everyone on the team is doing OK? Are virtual team happy hours, or 1 on 1 conversations best? I believe you have some key learnings from a recent Amplify event.
* What can you do to create an engaging virtual environment with staff (i.e. virtual coffee hours…)

Virtual Meeting Etiquette and Best Practices & Avoiding Zoom Burnout

* Tina: What do you suggest as best practice for meeting etiquette? How do you read body language? Should cameras always be on? How do you convince people to do so? What are some guidelines for roles and size of the meeting?
* Carly: How do you set expectations for professionals/educators and students during virtual meetings? What should expectations be?
* Tina: Zoom fatigue…it’s real. What are some causes, and what can we do to mitigate fatigue? (emoting, breaks, smaller groups, use tools like marco polo)
* Jon: How do you deal with technical challenges? People with low bandwidth, small screens etc?
* Carly: How much training is needed for everyone to learn the new collaboration tools? Any suggestions for best practice?

Security/Privacy Questions

* Bob: Zoom has been in the news with some security issues. Is this still a problem? What precautions should we take to ensure our calls are secure? Do other tools like Teams and WebEx have similar issues?
* Jerry: Can you share some examples of the types of threats you are seeing due to Covid?
* Bob – are there threats and or challenges your seeing specific to education?
* Bob or Jerry: You’ve pulled together some resources – a Cyber Hygiene and Key Considerations in Identify Theft guide to help us all keep safe. Can you share what’s covered in these and some examples of precautions we should take to stay safe while working and studying remotely? Are there other resources you’d like the group to be aware of?
* How has Covid impacted number of cyber threats (phishing, etc.)
* How can we keep safe while working from home...when not within the organization's firewall
* What are some physical security Cyber best practices?