

Sanctuary Tools for Virtual Team Meetings


Instructions:

These tools are created for teams to incorporate Sanctuary into their virtual meetings in an interactive way. The facilitator may copy only the slides you want to use into another PowerPoint slide deck or you may present all or part of this slide deck. This slide and the next two slides provide instructions for how to use the Annotate tools in Zoom and Microsoft Teams. If you use another platform, you may need to do additional research prior to use.

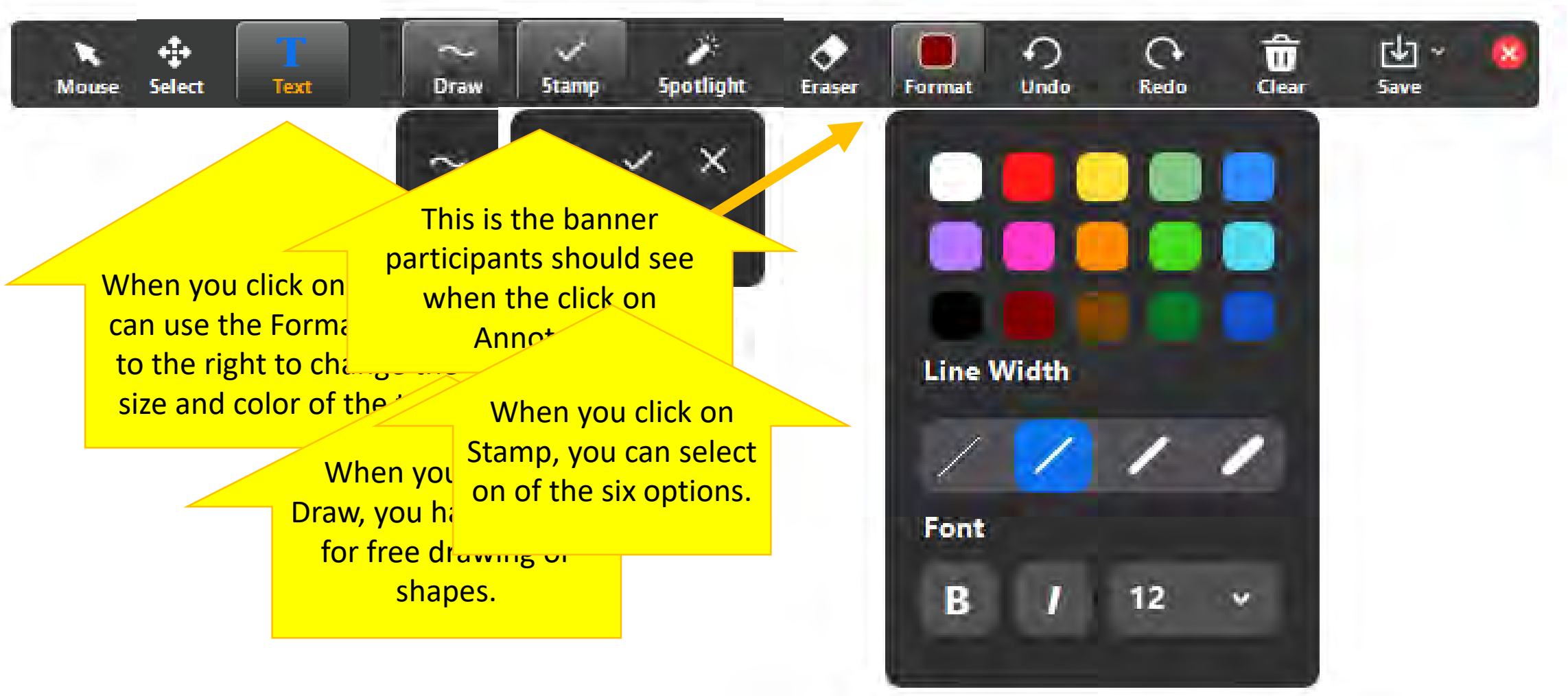
Zoom

- The facilitator should present the Power-Point slide by sharing their screen.
- Team members can find the Annotate tools by clicking on the **•••** and selecting Annotate.
- Instruction regarding how to use the tools are on slide #3. *(You must be in presentation mode to see the information hidden behind the animations.)*

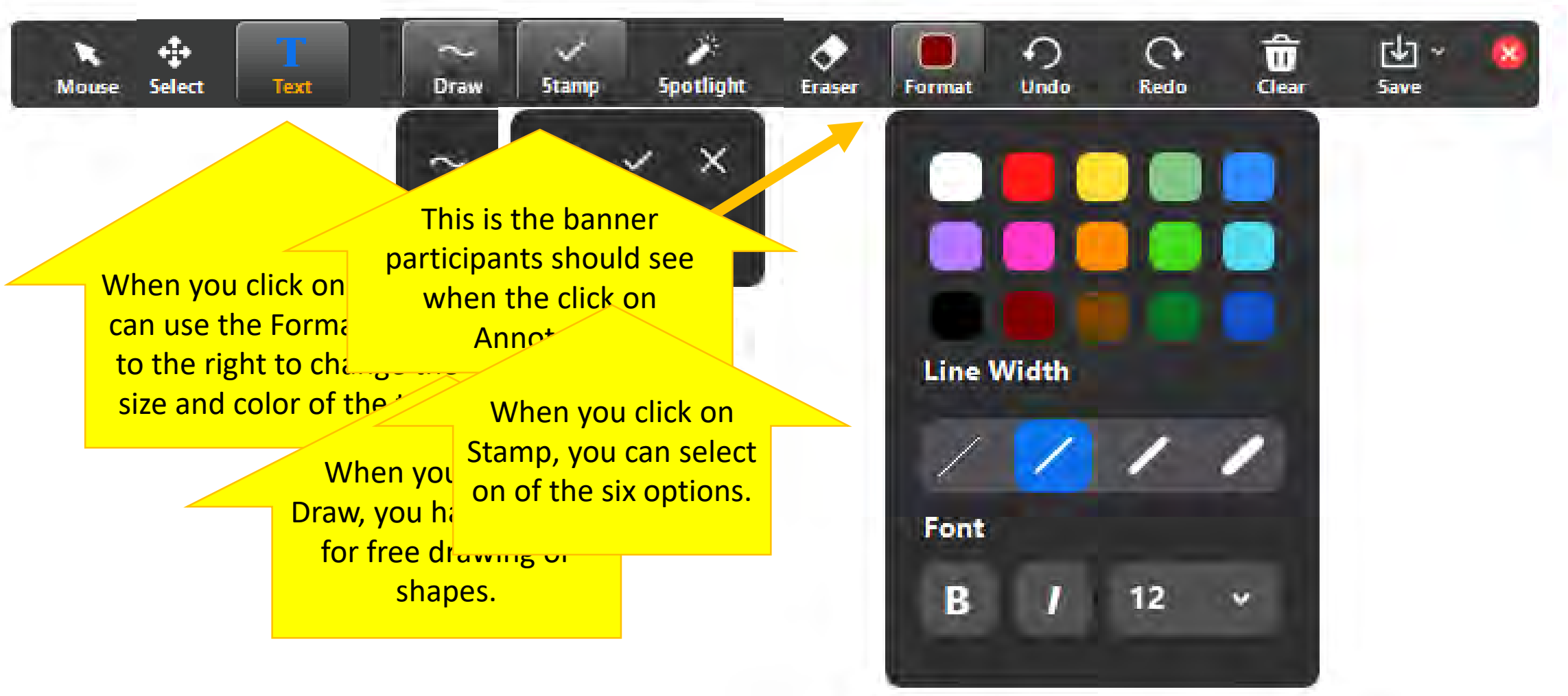
Microsoft Teams

- The facilitator should save the PowerPoint presentation to OneDrive or SharePoint Online for Microsoft 365.
- The facilitator should open the PowerPoint presentation and choose Share  in the top right corner of the ribbon.
- In the Send Link box, enter the email address of those you'd like to share the presentation with. Allow your invitees to edit by selecting that in the drop-down list.
- Participants add their comments or marks the same way as if they were editing the slide.

Annotation Tools in Zoom



Annotation Tools in Zoom



Animation Tools in Microsoft Teams

In Teams, you have two options.

1. You can use the white board and draw/type what you want on it.
Participants can use the annotation tools (basically drawing and text) to contribute.
2. You can post a Word or PowerPoint document under the Files tab. Participants can open the document on their screen and everyone can edit and see the edits on the document (all at the same time) as if it were on their own computer.
 - A. For PowerPoint, they can add a text box or shape and type in it.
 - B. For Word, they can add WordArt, a text box, or simply type on the document.

S.E.L.F. — Since our last meeting,...

I have felt safe.

I have felt unsafe.

I have managed my emotions.

My emotions have managed me.

Loss has had no impact on me.

Loss has impacted me significantly.

I am hopeful.

I feel hopeless.



SAFETY:
What or who
has affected your
sense of safety,
positively or negatively?

EMOTIONS:
What strong
emotions have
challenged your ability
to manage them?

FUTURE:
What are you
looking forward
to? What
barriers do
you see?

LOSS:
What losses have
affected you?
How are you
learning to
carry it?

What wounds are still unhealed?
What new wounds have I noticed?
NONVIOLENCE

What expectations do I have of my team members?
How have I communicated them?
OPEN COMMUNICATOIN

GROWTH & CHANGE
What do I need to do to move toward healing?

SOCIAL RESPONSIBILITY
What stories do I tell myself about my team mate(s) when expectations are not Met?

