

APD Facilitator Training

Mastering Zoom for APD

Part 1 of 4
APD Training



The UNIVERSITY of
OKLAHOMA

HEALTH CAMPUS

What to Know in Advance:

01

There are 3 additional sessions in addition to this session

02

Additional training can be scheduled with Margaret Robinson 1:1

What To Expect

Mastering Zoom for APD

Didactic:

- Describe the APD event and Zoom requirement
- Demonstrate utilization of Zoom features and tools
- Explain common troubleshooting tips

Guided Practice:

- Practice using the tools required for APD

APD Event



What is APD

- 2 Part, Didactic Intro
- Early Career Learners
- IPEC Core Competencies
- On Zoom
- Breakout Rooms
- Active learning



AWARENESS

Intro to IPE
(Online Course)

All Professions Day 1

All Professions Day 2

Interdisciplinary
Leadership in
Healthcare

AH/DH/NURS/PHAR 3003

SERVICE LEARNING

Day of Clinical
Service: Bridges to
Access Conference

Day of Clinical
Service:
Reproductive Health
Symposium

PRACTICE

IPE SIMULATIONS

- Breaking Bad News
- Disabilities
- Healthy Weight
- Poverty
- Sexual History Assessment
- Substance Use Disorders
- Unity Clinic Spanish Interpretation

Peer Facilitators

APPLICATION

Unity Clinic @
Crossings Clinic

Unity Clinic @
OU Health
Neurology

Unity Clinic in the
Community

Bedlam Clinic
(Tulsa credit)

SYNTHESIS

Unity Week
Student-led
Research
Poster Hall

GREAT Symposium

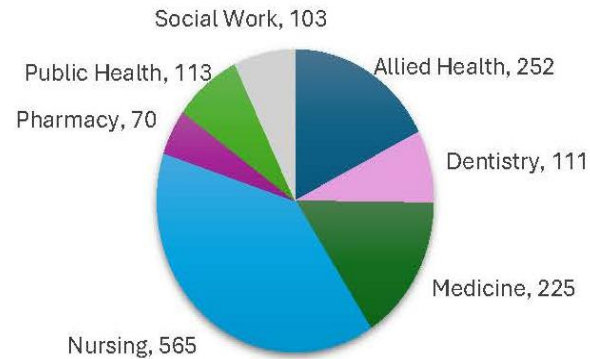
IPE Internships

IPE Practicums

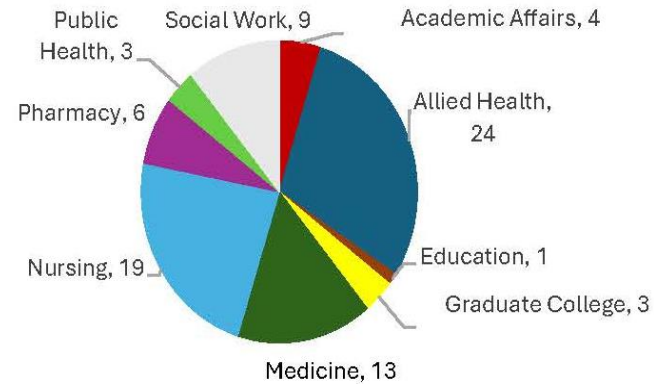
Peer Facilitator
Training

Fall 2025 Recap

Student Registrations – 1,439



Facilitators – 88



APD1 focuses on the IPEC Core Competencies of:

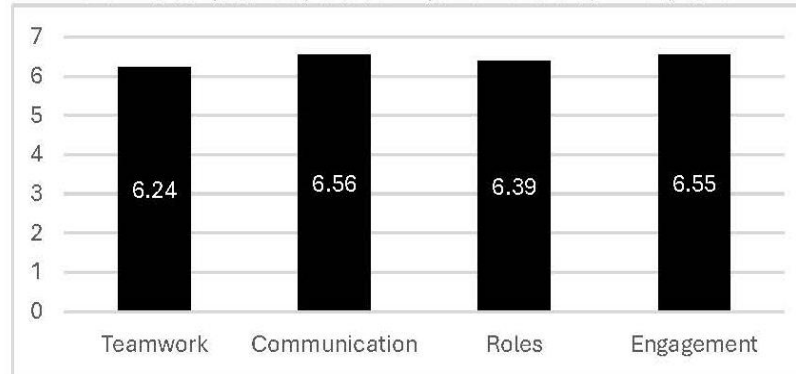
1) Roles & Responsibilities, and 2) Team Communication.

Learning activities included:

- Rapid team formation
- Practicing team communication
- Creating a team contract
- Practicing professional introductions
- Practicing a team huddle

Preliminary Team Behavior Evaluations

Averages calculated from submitted JTOG ® evaluations on questions coded to the IPEC Competencies, based on 7-point Likert scale, 7=Exceptional



ALL PROFESSIONS DAY

Learning Together. Working Better. Improving Care.

APD brings together more than 1,400 students from across the University to learn how effective healthcare teams communicate, collaborate, and deliver patient-centered care.

Healthcare is a team sport.

Regardless of the career path in the health sciences, you will work alongside professionals from many professional backgrounds.

APD helps you:

- Communicate effectively across professions
- Understand the expertise of other healthcare team members
- Practice collaborative decision-making
- Prepare for simulations, clinical experiences, and professional practice

APD AT A GLANCE

Fall 2026 (APD1)

- September 11, 2026
(always Friday after Labor Day)
- Virtual on Zoom
- Students will be assigned to a small team to attend one, 2-hour session
 - Morning Session: 10:00a-12:00p or
 - Afternoon Session: 1:30p-2:30p

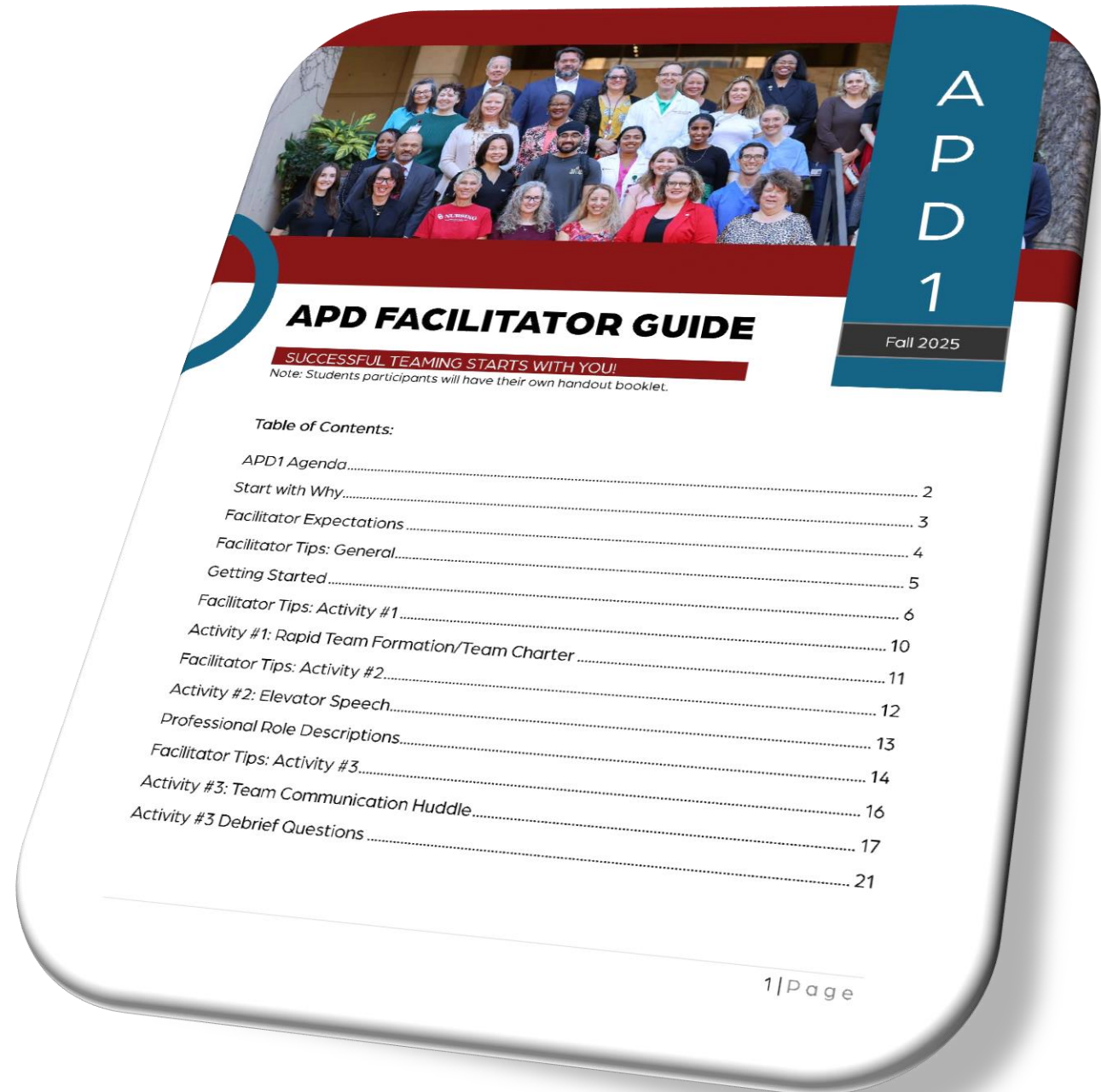
Website

- Agenda
- Facilitator Manual
- Slide Deck

<https://ipe.ouhsc.edu/Education/All-Professions-Day>

Facilitator's Guide

- Same handouts as students
- Tips on how to deliver each activity
- Extensive debrief questions



Zoom Host

- ✓ Run Zoom call
- ✓ Admit participants
- ✓ Play videos
- ✓ Broadcast messages
- ✓ Handle technical issues
- ✓ Take attendance

Facilitators

- ✓ Guide one breakout room
- ✓ Share documents for activities
- ✓ Watch the time
- ✓ Take notes
- ✓ Engage learners
- ✓ Report any issues

Before the Session

Log-in
15 Min Early

Close Email,
Teams,
Canvas, etc

Test Audio
and Video

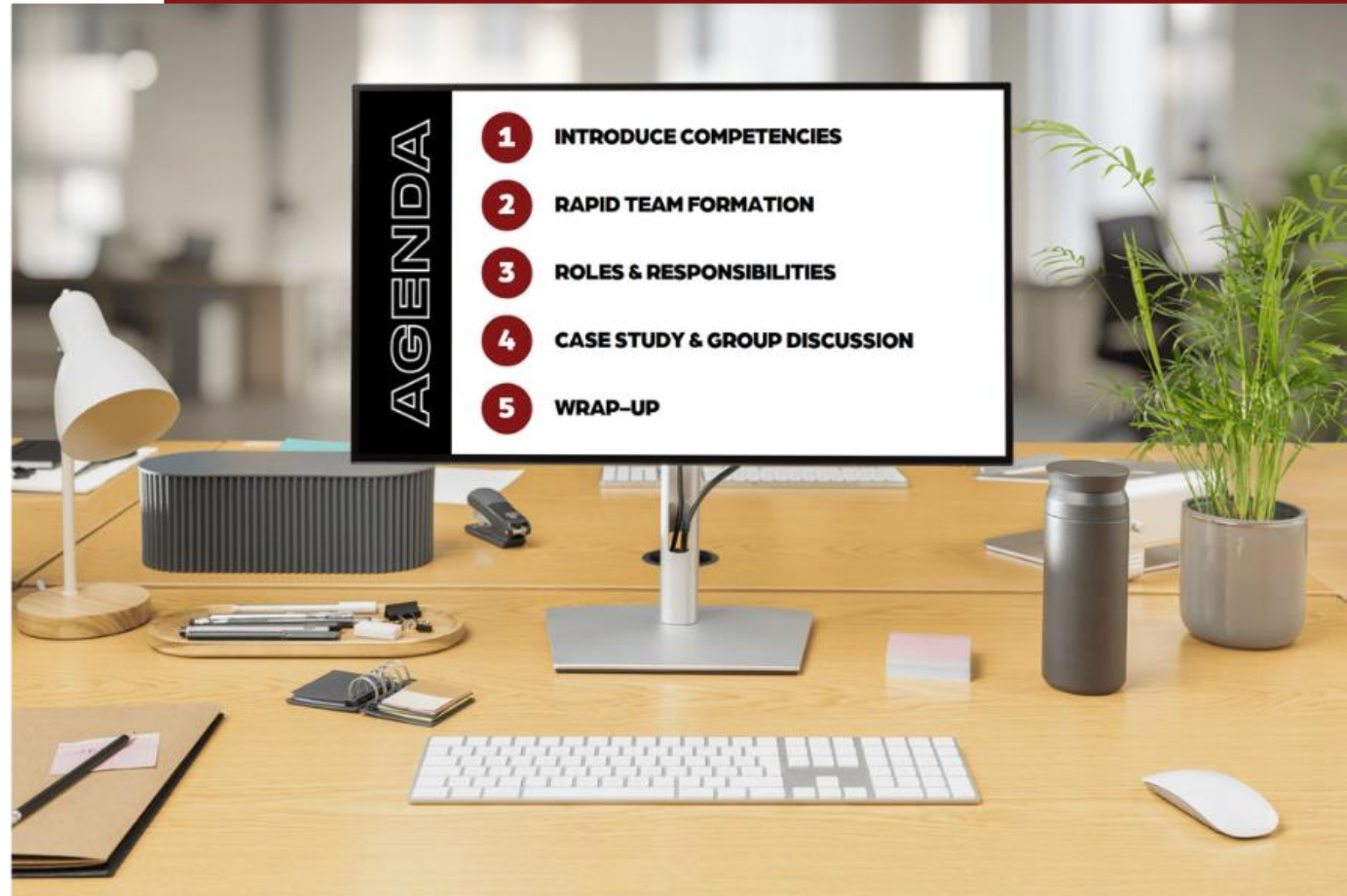
Open
Chat

Open
Facilitator
Guide

Open
Activity #2
Slides

APD Learning Activities

- Watch videos in large group
- Facilitator will lead breakout rooms
- Facilitator Guide
- Videos and instructions automatically play



Zoom Demonstration

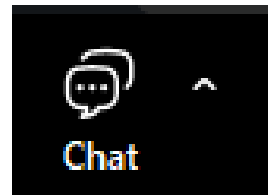
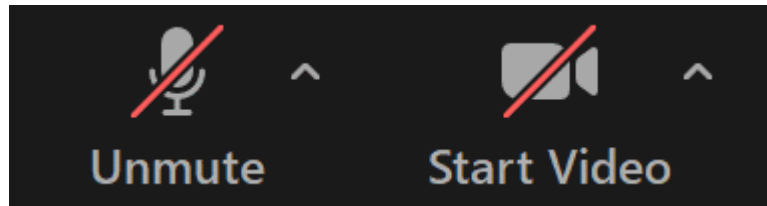
Intro Breakout Room

"Welcome to your breakout group. I'm _____ and I'll be your facilitator. Please turn your camera on if you can. You'll need access to the microphone and chat functions.

If you get disconnected, try to reconnect. The Zoom host will be in the main room to assist with any technical issues. The class will keep moving on schedule."

Learning Activity #1

- Rapid Team Formation
- Navigating Ethics



Activity #1: Rapid Team Formation/Team Goals

Instructions:

1. Make sure everyone has their camera and microphone on.
2. Facilitator will share screen and take notes (or another student can).
3. Introduce yourself, your college and degree program, and where you're from.
4. As a team, decide your goals and communication agreements for today. A few examples are provided.

Learning Objective:

2. Apply steps of rapid team formation to outline team goals for remainder of class

Team Goal Examples:

- Complete all tasks on time
- Complete all tasks with quality
- Complete all tasks above and beyond
- Apply critical knowledge and the best of our training to the task
- All members have critical knowledge

Team Communication Examples:

- All members take turns speaking
- No one speaks over anyone else
- Use respectful language
- We'll report anyone not participating back to their program

TEAM CHARTER TEMPLATE	
Team Name	Team's Operating Agreement
Team Goals	
Team Operating Agreements	
Team Name	Team's Operating Agreement
Team Goals	
Team Operating Agreements	
Team Name	Team's Operating Agreement
Team Goals	
Team Operating Agreements	

Team Goals

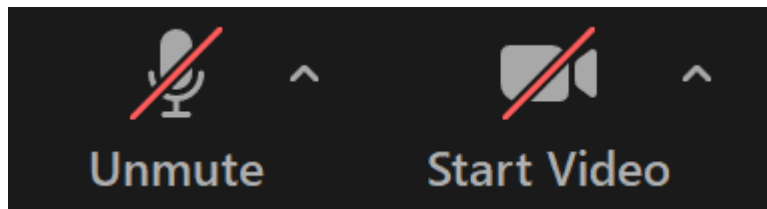
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Team Operating Agreements: Communication

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Learning Activity #2

- Practicing Elevator Speech Introductions
- Keep time
- Lead debrief if time permits



Activity #2: Elevator Speech

Instructions

1. Take a few minutes to type 3-4 sentences as an elevator speech.
2. The facilitator will call time.
3. Everyone will turn on their microphone and video.
4. Each person will upload their elevator speech to the chat.
5. Go around the zoom room and each person unmute and say their elevator speech.
6. If time permits, review the debrief questions below as a team.

Learning Objective:

3. Articulate professional role and responsibilities to teammates in a 30-45 second elevator speech

CRAFTING AN ELEVATOR SPEECH

Professionally articulate your role/responsibilities to colleagues on campus.

Identify Yourself	Know Your Audience	Craft Your Message	Answer Their Questions First
Items to include: Name, program, year, campus, if you would like to connect. Consider tone and body language. Don't use jargon or acronyms.	Tailor your speech to the interests and needs of your audience to ensure relevance and engagement.	Determine what you want to achieve, be concise, and practice as needed.	Consider their possible questions: • What is your profession (role) and what do you do (responsibilities)? • Where are you from? Where do you want to go? • Why did you choose your profession? What are you passionate about? • Is your program undergrad, graduate, or professional? How long will it take? When will you graduate? • What are your goals, what do you want to do when you graduate? • How can you/your position help them?

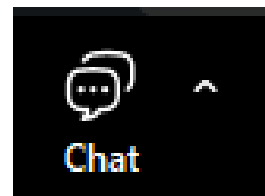
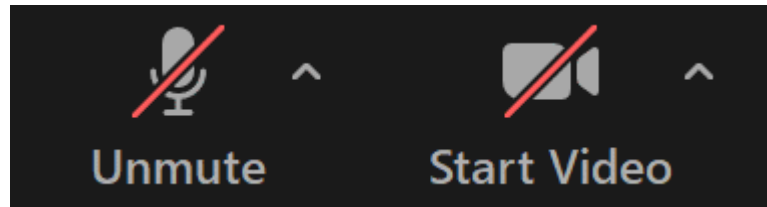
My Elevator Speech (upload to the chat)

Debrief Corner

- Would you change yours now after hearing someone else's?
- How can you ask someone on campus for their introduction?
- Why is the elevator speech important to improve teamwork?
- How can you do this on the spot during school/work hours?

Learning Activity #3

- Video will play first
- Lead discussion
- Type notes if needed
- Lead debrief at end



Activity #3: Team Communication Huddle

Instructions

1. The case study video will automatically play in the breakout room. You may take notes.
2. As a team, practice a team huddle to plan how to care for the patient at the clinic.
3. Use the questions below – or come up with new questions.
4. If time permits, review the debrief questions on the next page as a team.
5. When time is called, all teams will return to the main session for evaluation.

Learning Objective:

4. Demonstrate team communication through a team huddle on a patient case.

NOTE: The goal is to practice team communication – not to know the patient health information or diagnosis.

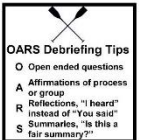
All team members from any health science program can contribute to the discussion ranging from research, theory, prerequisite knowledge, or previous experience

Team Huddle Worksheet	
Possible Questions	Responses
1. What do we know about the situation and the patient?	
2. Who is on our team and how can they help?	
3. What do we still need to know?	
4. What social determinants of health (SDOH) are involved? How can we consider SDOH?	
5. What are our priorities for the team, patient, clinic today?	
6. How will each team member contribute today?	
7. Other questions?	

Activity #3 Debrief Questions

When finished hearing from all team members and completing the Activity #3 Team Huddle Worksheet, move on to these team questions.

1. What worked well today?
2. What can be improved in future team encounters?
3. What is your key take away from today? (everyone responds)



Additional Conversation Questions

- What does patient-centered care look like?
- What is the role of research and basic science in healthcare delivery?
- What does clear communication look like to you?
- What strategies can you use to ensure everyone feels heard?

All attendees will return to the main room for final evaluation at the time stated on the agenda.

Facilitating the next session?
Log into the next zoom meeting after the first session ends.

Ending the Breakout Room

"The breakout room will close shortly and we'll return to the main room. You'll need this information for the evaluation:
Our breakout room number is _____. My name is _____.

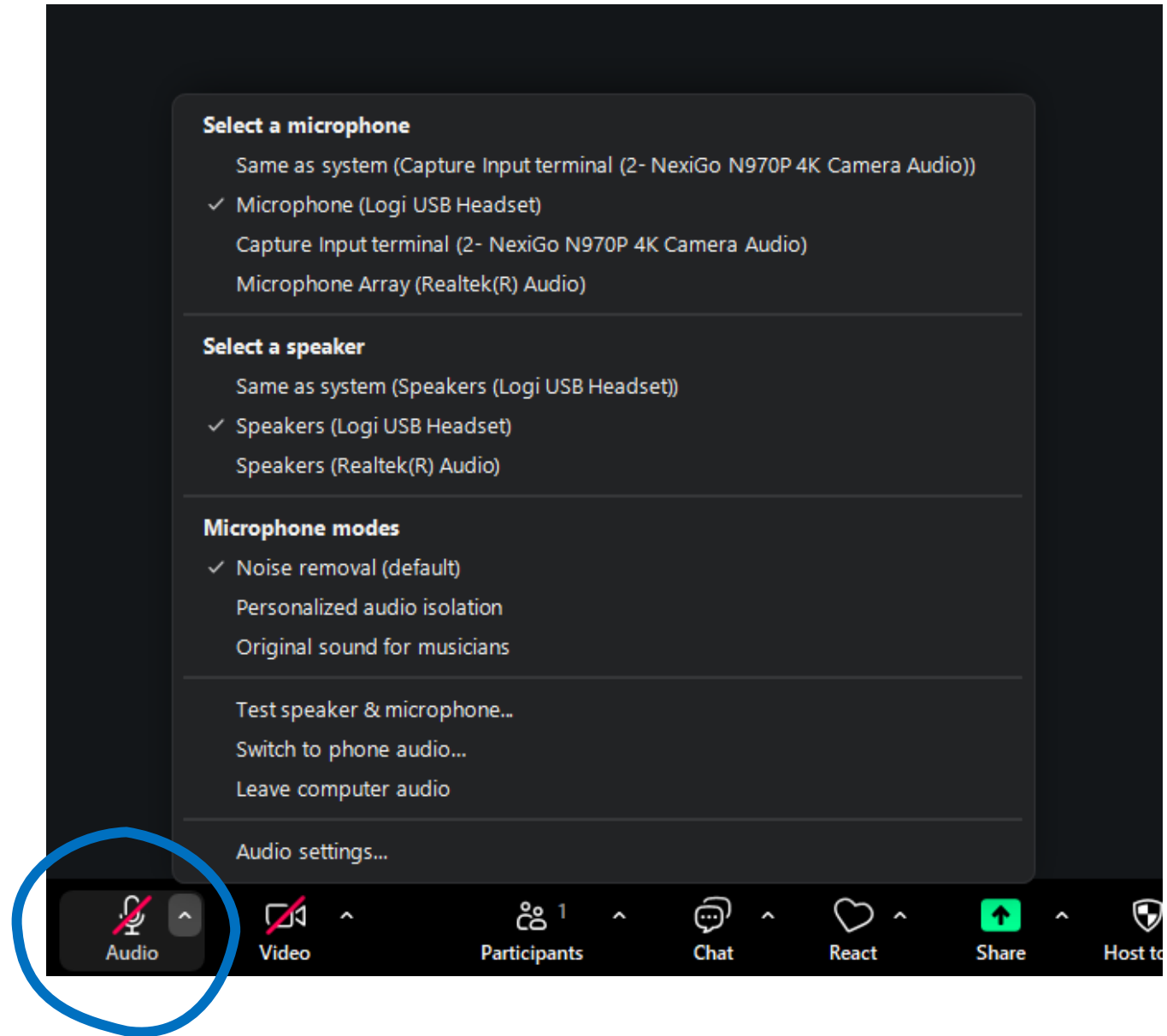
It's been a pleasure working with you. I will look forward to seeing you around campus."

Audio

- Helpful to use headset with microphone
- Move to a quiet location
- Test your speaker and microphone

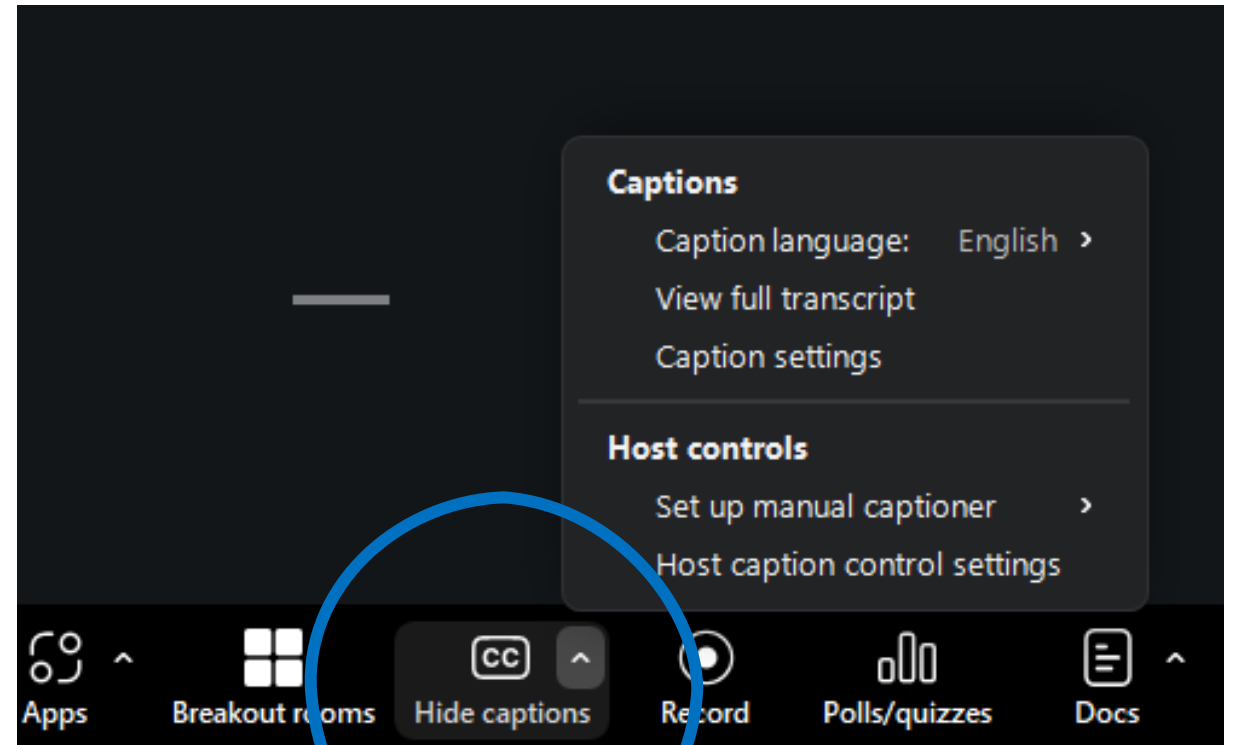
Psychological Safety Tip

"Please mute when not speaking to reduce feedback for the rest of the team"



Audio - Captions

- Captions available for everyone
- Can turn on or hide

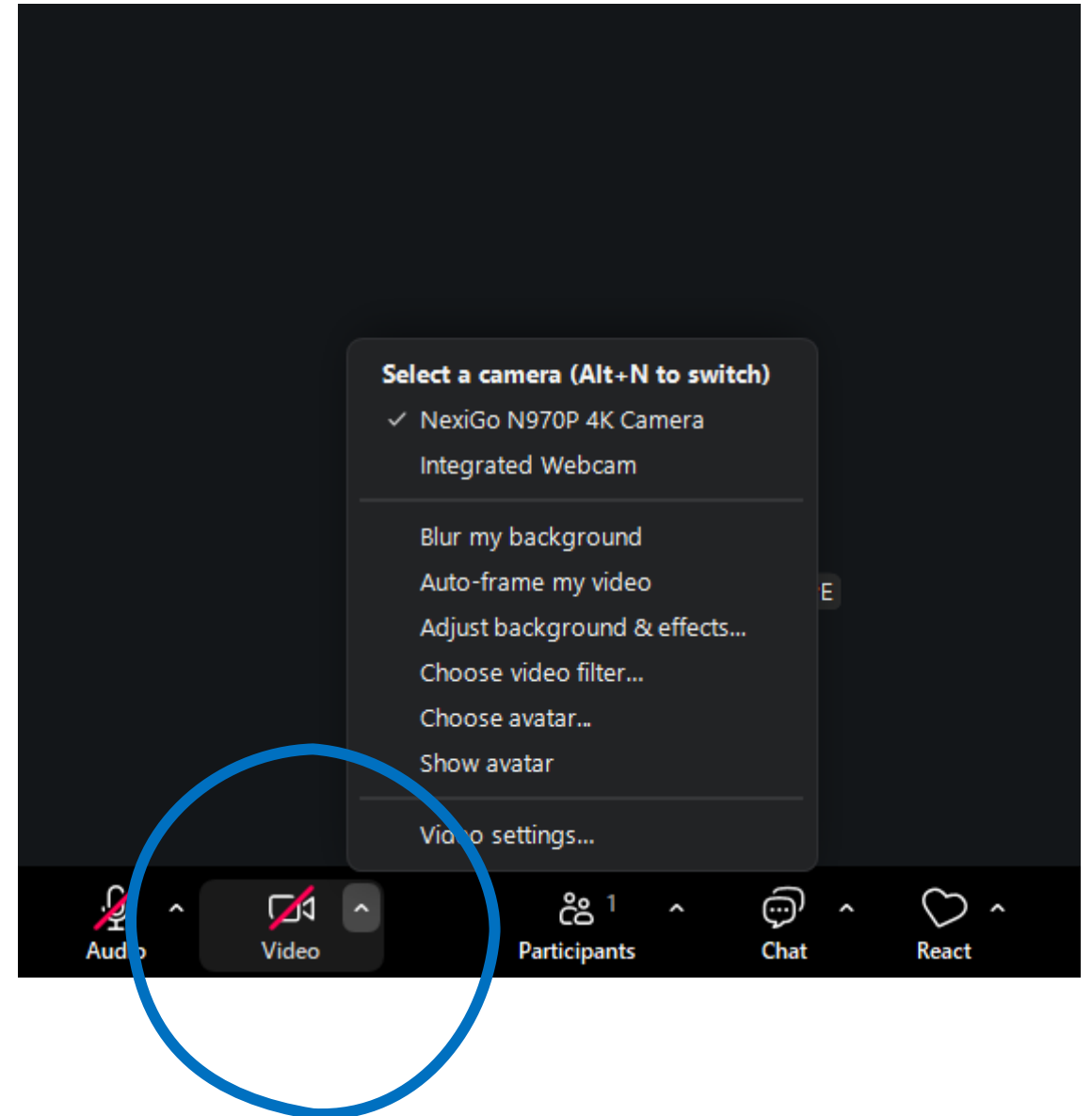


Video

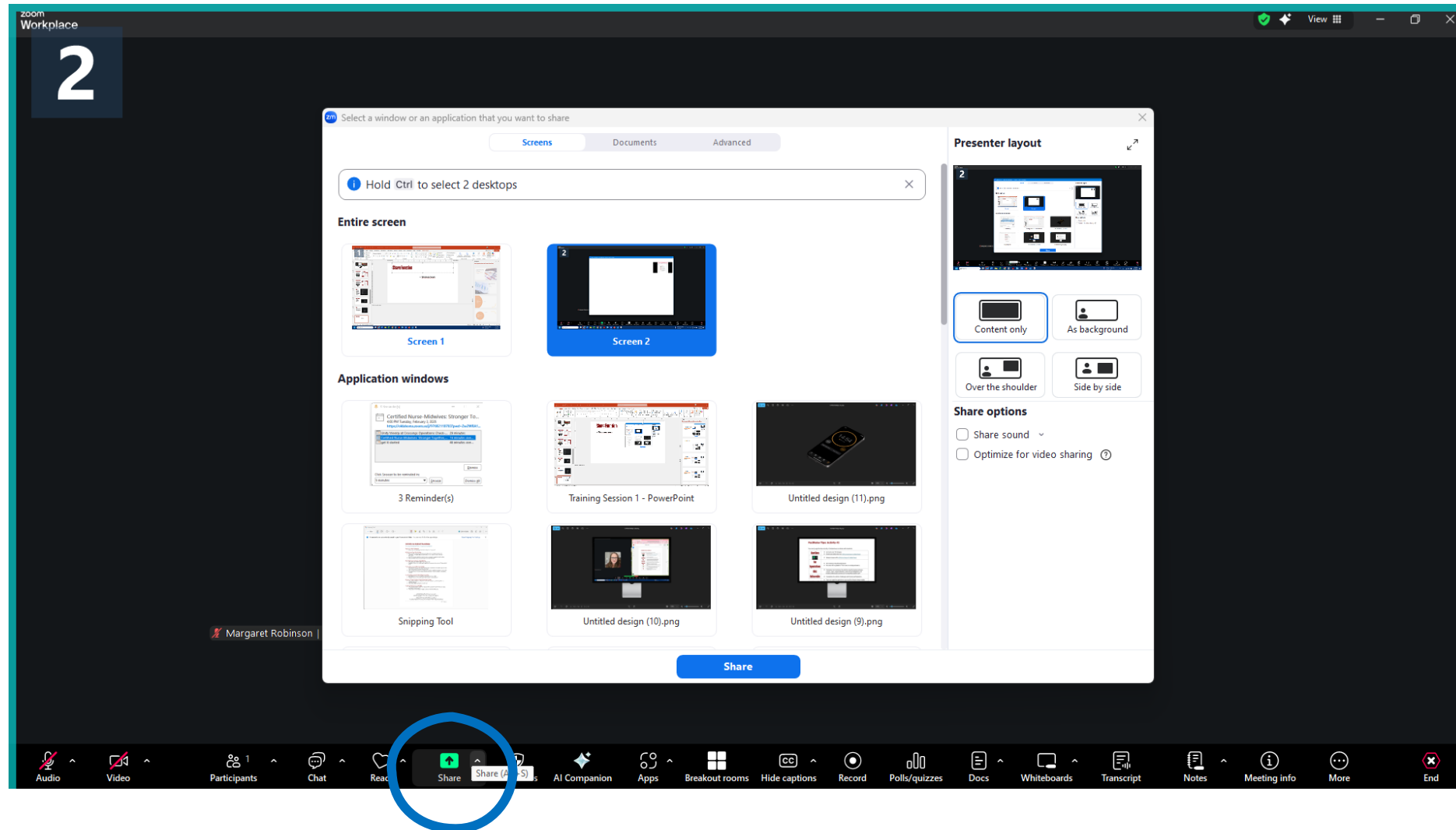
- Check your video each time
- Adjust background to reduce cognitive load

Psychological Safety Tip

"We strongly encourage cameras on so we can work as a team"



Share Function

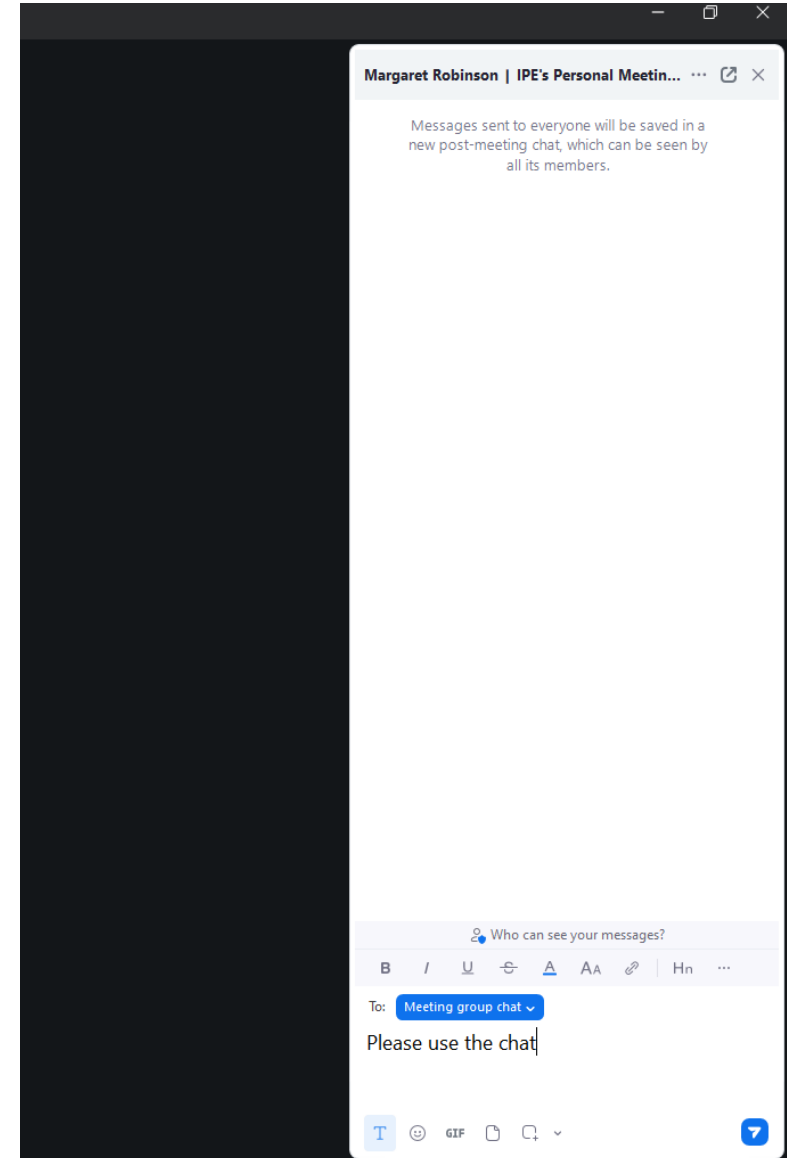


Chat

- Chat is an instructional tool, necessary in activities
- Keep chat box open in your Zoom call
- Check routinely
- Save chat if there are any issues

Psychological Safety Tip

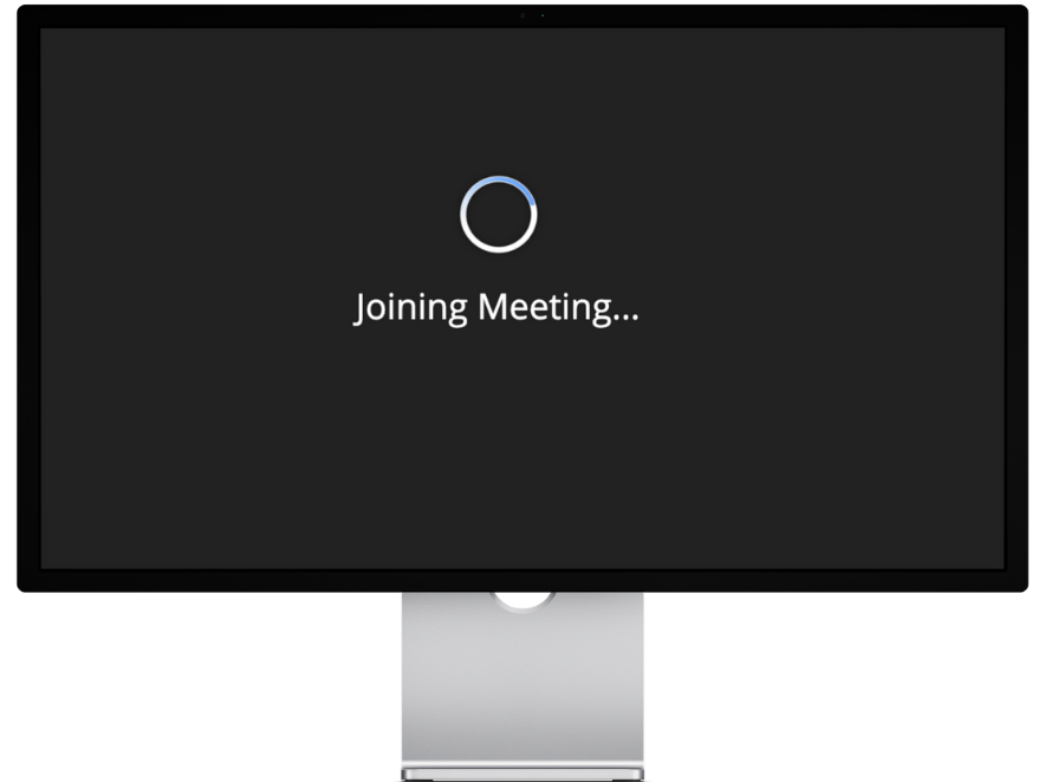
"Chat is your backup microphone, please use it actively today"



Troubleshooting Tips

If Zoom Breaks (or when)

- Keep leading and keep on schedule
- Don't troubleshoot during learning time
- Refer to the Zoom host
- Reconnect
- Try a different device



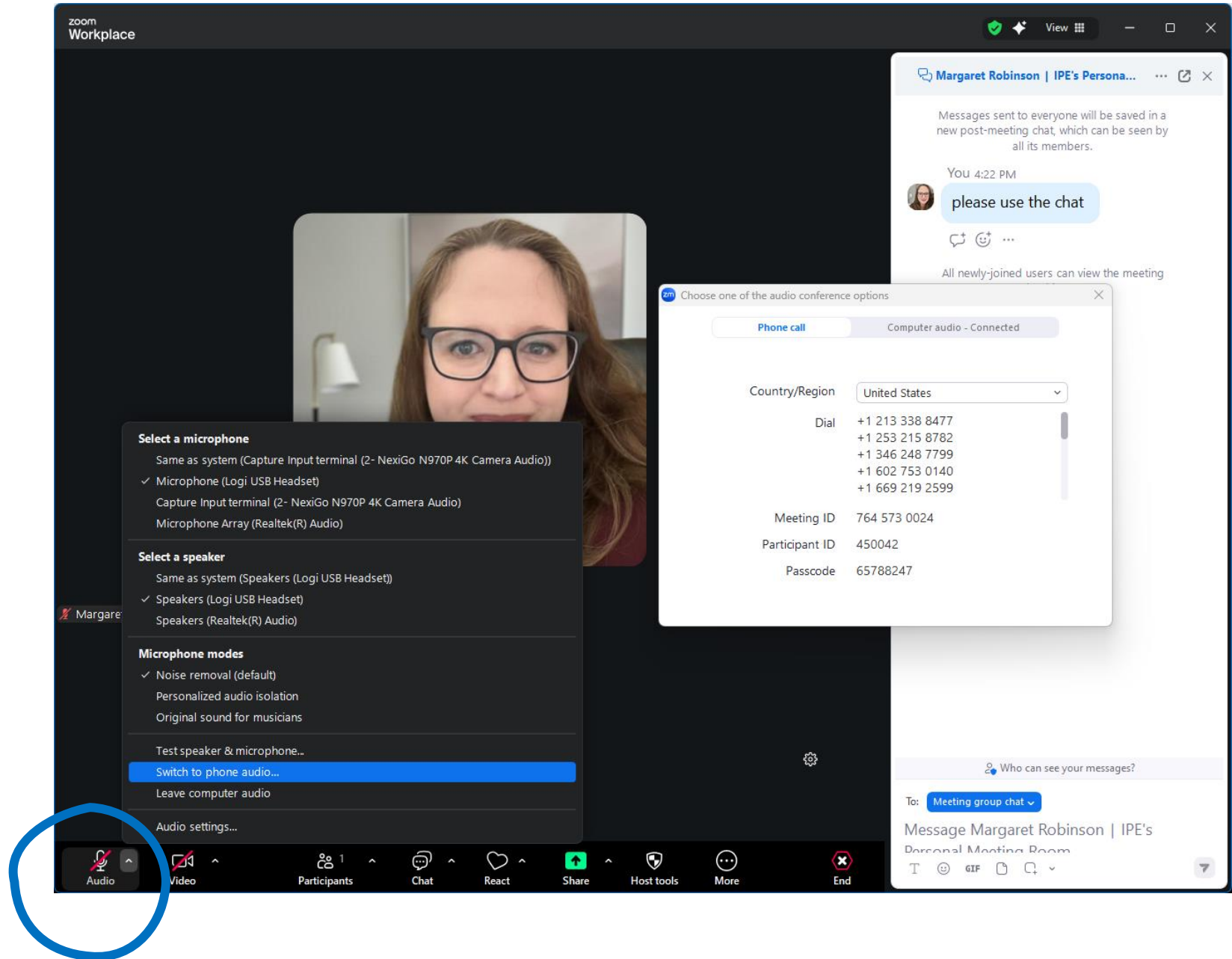
IT Help Desk: 405-271-2203

Breakout Rooms

- ✓ Facilitators cannot move students between rooms
- ✓ Students may drop and come back, keep going
- ✓ New students may add late
- ✓ If assistance is needed, direct to Zoom Host, keep going
- ✓ Not recorded

Audio Tips

- Move to a quiet location
- Mute others
- Dial in with phone audio, mute computer

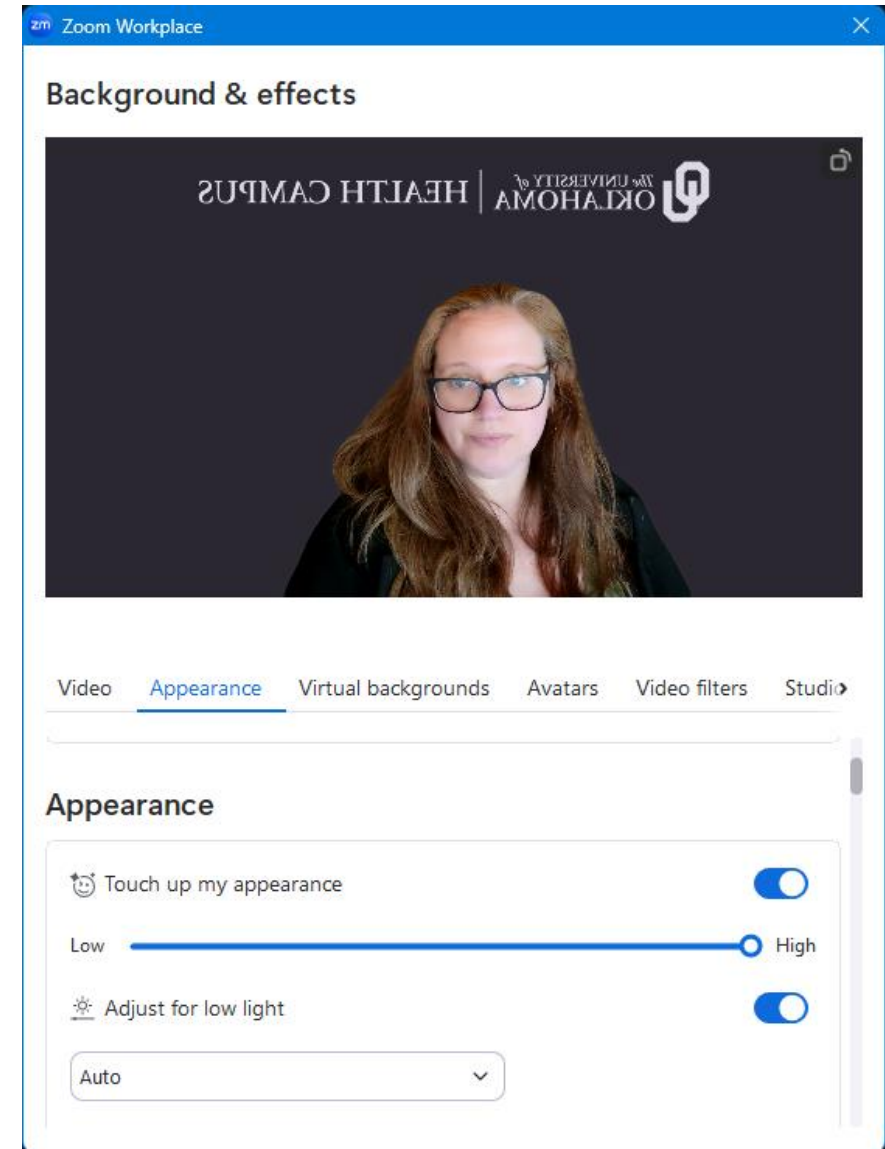


Video Tips

- Use a background
- Mirror your Image
- Turn off video if there are bandwidth issues

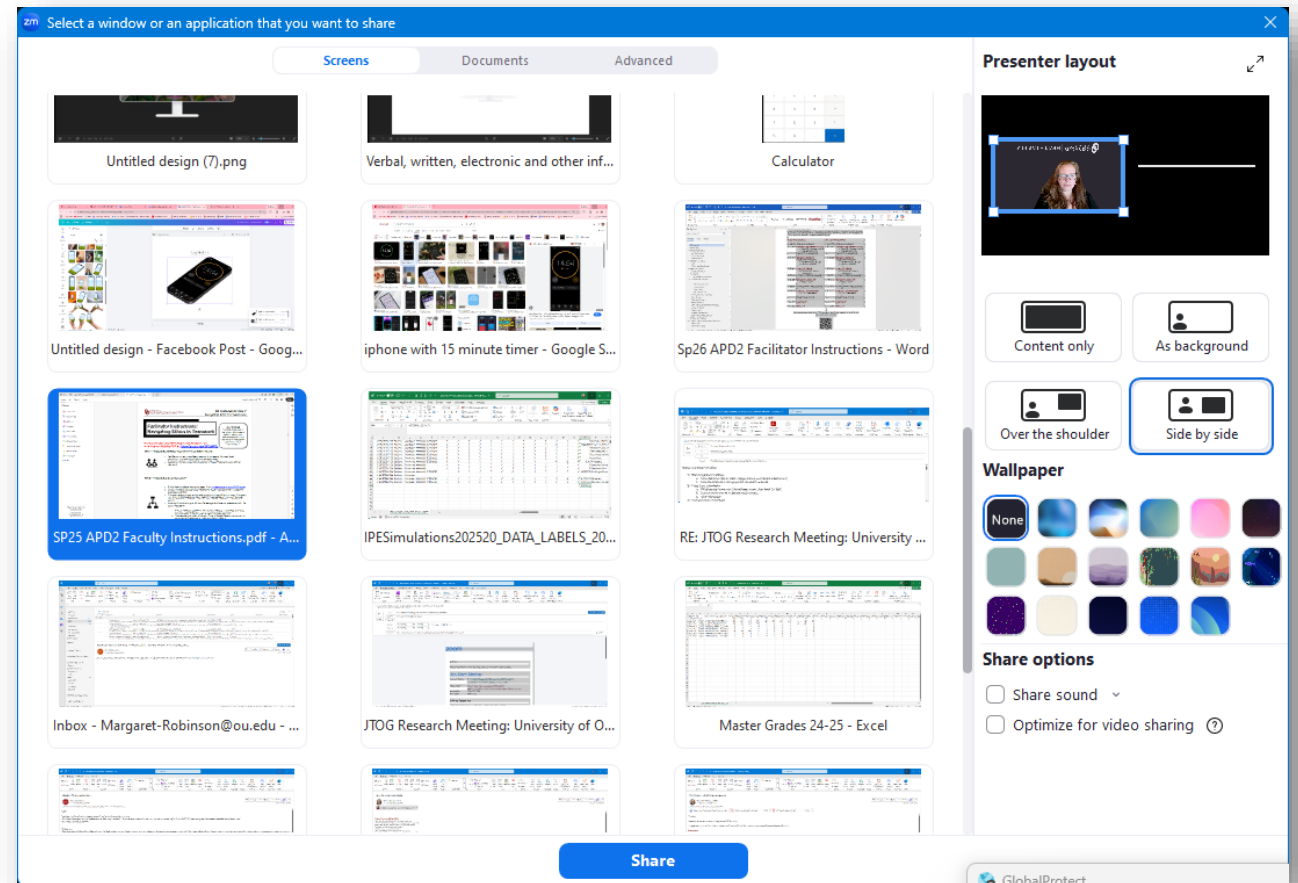
- Make sure that your webcam is plugged in and turned on.
- Check the video selection above to use the correct webcam.
- Ensure that your webcam is not being used by another application.
- Connect your webcam to a different USB port.
- Restart your computer.

If the issue persists, please visit our [Support Center](#).



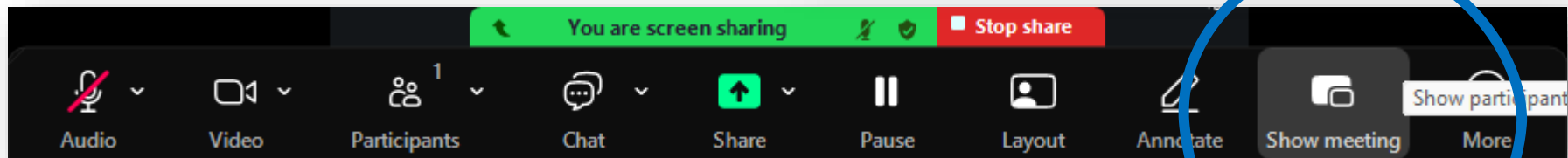
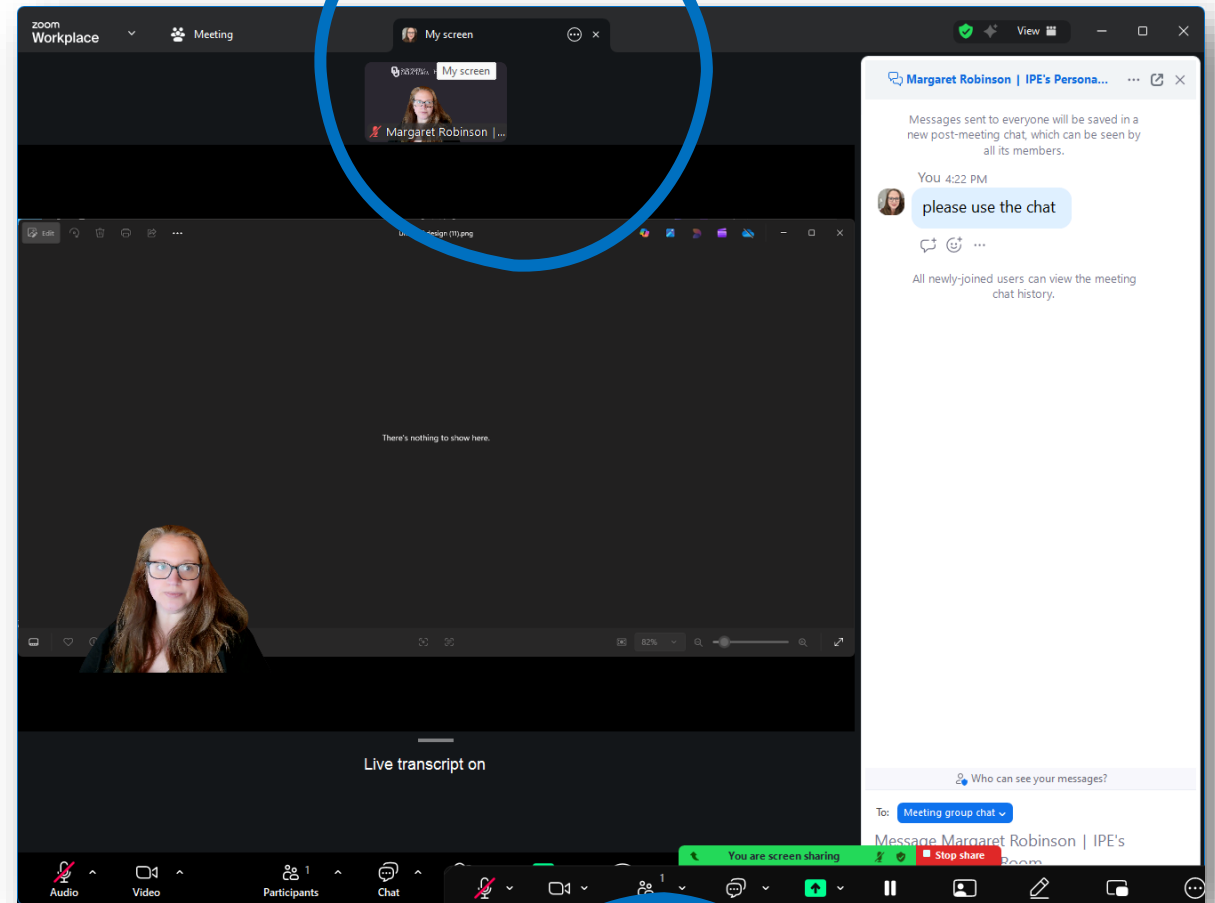
Share Tips

- Close all unnecessary screens, apps
- Open documents before the session starts
- Put links in chat so students can follow
- Share application, not the whole window



Share Tips

- After you share, your meeting may minimize
- Click on the zoom toolbar, click Show Meeting
- Click "My screen" tab at top



Additional Training



ENGAGING LEARNERS

Techniques to encourage participation and meaningful discussion.
August 26, 2026



BUILDING PSYCHOLOGICAL SAFETY

Strategies for building trust in online team environments.
September 2, 2026



FACILITATION BEST PRACTICES

Practical tools for guiding interprofessional teams through APD activities.
September 9, 2026

Register for APD

The UNIVERSITY of OKLAHOMA

Explore EN

The University of Oklahoma / OU Health Campus / Academic Affairs / Interprofessional Education / Events /
Facilitator Registration: APD1 on 9/11/26

Facilitator Registration: APD1 on 9/11/26
Listed by Interprofessional Education



Fri, Sep 11, 2026 (Multiple Shifts)
Multiple Shifts
Registration Open
Closes Tue, Sep 8, 4:15pm
174 Spots Remaining
Event

Home People Register Add Impact

About

APD1 Facilitator Registration

Virtual All Professions Day 1 (APD1) | Friday, September 11, 2026

Help prepare the next generation of healthcare professionals for collaborative practice.

APD brings together more than **1,400 students** from the health professions to learn **with, from, and about** team-based, case-based learning activities.

We are seeking **100+ facilitators** to guide small student teams during one or both virtual sessions:

- Session 1: 10 AM – Noon
- Session 2: 12:30 PM – 2:30 PM

Who Can Facilitate?

Location



<https://ou.givepulse.com/event/900102-facilitator-registration-apd1-on-91126>

Practice
