

# Onboarding Session

## Arrivals & Mingling

- Participants arrive in the room and say hello to the new hire(s).
- Naturally form groups of 10 people or less for best speaking and listening capability within the room.

## Welcome

- Host greets the room by making a toast or starting a presentation to speak to the entire room.
- Introduce and welcome the new hire(s). Explain what department and role they will contribute to in the organization.

## Activity 1

- Host chooses and leads the room in an onboarding activity.
- We recommend Speed Intros.

## Activity 2

- Host chooses and leads the room in an activity that helps new hires get to know their future co-workers.
- We recommend Discovery Conversations or Introductory Questions.

## Activity 3

- Host chooses and leads the room in an activity that exhibits your company culture.
- We recommend Trivia Competition and using questions that relate to the history of the company.

## Mingling

- Participants can freely move around the room, continue conversations with new hire(s), and establish new connections.

## Farewell & Departures

- Host gives closing message and has option to close the room or leave it open for people to hang out.

# Speed Intros

## How it Works

- Divide the room up into smaller groups of 4-7 people and have them spread out around the room, establishing some distance between them. The groups can be representative of departments, or random.

\*Groups must be 10 people or less for best speaking and listening capability in any Preciate room.

- Turn on the Compass. New hires stay put while the other participants take their places in groups around the room.

\*See the next page for notes and help center articles on Preciate's controls and features.

- New hires will each pick a team to join, and move over to it.
- Host can Start a Convo to display questions for the room to answer, or put questions into the chat box. Common convo starters include name, job title and department, location, family members, and pets.
- Each person will answer all of the questions. Allow 10 minutes for discussion within groups.
- When the time is up, new hires rotate groups so that they can speak to a new group of people within the organization. Use the same questions, or use new ones.
- If there are groups that do not have a new hire present, they can choose to follow along by answering the question or just hang out.
- Continue until the new team member(s) have had a chance to meet and get to know a little bit about everyone in the room or the different departments.

## End

## Suggestions

- Works for groups of any size.
- Choose from a list of ice breaker questions in Preciate, come up with your own, or find questions on the internet.

## Controls & Features to Use



### Chat

- Send a direct message to everyone in the room or to an individual participant.



### Compass

- Turn on Compass to make quadrants visible on mini map and in room.



### Start a Convo

- While in a Room, you can create an ice breaker or a personalized conversation starter and display it to the entire room by clicking the "Start a Convo" button.

## Help Center Articles

- [What are groups in a Preciate Room?](#)
- [How do I chat in a Preciate Room?](#)
- [What is the Compass feature and how do I use it?](#)
- [What is a convo, and how do I start a convo in a Preciate Room?](#)

# Discovery Conversations

## How it Works

- Host will assist the room in dividing up into pairs. To get started, count the participants in the room and assign each a sequential number. EX: 1, 2, 3, and so on. If there is an odd number of participants, then the host can participate in the exercise to make the number even.
- Turn on the Compass. Have all of the odd numbers form a circle around the room starting with number 1 at point N on the compass.  
  
\*Host can use the Toast feature to give instructions to everyone while still seeing a view of the room and mini map.  
  
\*See the next page for notes and help center articles on Preciate's controls and features.
- Once the odd numbers are in position, instruct all of the even numbers to pair up with an odd number at a point on the circle. Keep some distance between each pair for best speaking and listening capability.
- Host will use the Start a Conversation feature to prompt discussion. Choose from one of the existing ice breakers or create your own talking point. Each pair will converse for 2-3 minutes. Then close the conversation.
- Instruct the even numbers to rotate clockwise until everyone is paired up with a new person. Odd numbers will remain in place.
- Start another conversation by choosing or creating an ice breaker.
- Repeat this process until the even numbers have completed a full circle around the room and had conversations with each odd number.

## End

## Suggestions

- Ideal for groups of 30 people or less.
- For larger groups of 30+ people, form talking groups of 4-5 people instead of pairs and give 3-4 minutes for each conversation. Mix up the groups after each round. It is okay if participants are not talking to all new people every round, but the goal is to speak to as many different people as you can about different topics.
- Remember to keep groups to 10 people or less for best speaking and listening capability in the Preciate room.

## Controls & Features to Use



### Compass

- Turn on Compass to make quadrants visible on mini map and in room.



### Mini Map

- Expand the mini map to see a view of the entire room. Hover over the bubbles to see the names of attendees.



### Start a Convo

- While in a Room, you can create an ice breaker or a personalized conversation starter and display it to the entire room at once by clicking the "Start a Convo" button.

## Help Center Articles

- [What are groups in a Preciate Room?](#)
- [What is the Compass feature and how do I use it?](#)
- [How do I control the music in a Preciate room?](#)
- [How can I see more people in my view in a Preciate Room?](#)
- [What is a convo, and how do I start a convo in Preciate?](#)

# Introductory Questions

## How it Works

- Divide the room up into small groups of 3-5 people and have them spread out around the room, establishing some distance between them.
- Once the groups have formed, the host will provide the room with questions to help everyone get to know each other. They can read them aloud while giving a toast, and put them in the chat box.

\*See the next page for notes and help center articles on Preciate's controls and features.

- Here are some examples of introductory questions:

-Where were you born?

-Where do you live?

-Did you go to college?

-Do you play an instrument?

-What organization are you a part of?

-What is your department/role??

-Where is your favorite place to travel?

-Do you speak a second language?

- Give the room 5-7 minutes to answer the questions within their small groups.
- Provide new questions for the same groups to answer, or instruct the groups to shuffle so that everyone is speaking with some new people and use the same questions.
- Repeat as many times as you would like and feel free to allow the groups to spend more time answering the questions.
- Allow some time at the end for anyone to continue conversations that were started during the introductory questions.

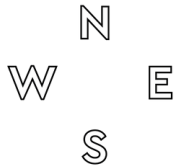
## End

## Controls & Features to Use



### Chat

- Send a direct message to everyone in the room or to an individual participant.



### Compass

- Turn on Compass to make quadrants visible on mini map and in room.



### Make a Toast

- Speak to the entire room. Making a toast will lower everyone's audio so that they can tune into your announcement.

## Help Center Articles

- [What are groups in a Preciate Room?](#)
- [How do I chat in a Preciate Room?](#)
- [What is the Compass feature and how do I use it?](#)
- [How do I make a toast in a Preciate room?](#)

# Trivia Competition

## How it Works

- Divide the room up into a minimum of two teams. We recommend teams of 3-6 people. If you are a large group, opt for more teams rather than larger teams.

\*Speaking groups must be 10 people or less for best speaking and listening capability in any Preciate room.

- Teams spread out around the room, establishing distance between them. Be sure none of them can hear each other. No cheating!
- Each team will come up with a name for itself. Put the team name in the chat box for everyone to see.

\*See the next page for notes and help center articles on Preciate's controls and features.

- Assign one person to keep score during the competition.
- Host will begin a presentation and choose Group Activity mode from the Presenter Settings. This will enable Single Push to Speak which allows the audience to participate by pressing the "Speak to Room" button. Group conversations are turned on.
- The 'Speak to Room' button will serve as the buzzer for the trivia game, so remember to act fast if you know the answer. As soon as you push it, you will be expected to say your team's name and share your answer immediately.
- Host has the option to share their screen to display the trivia questions.
- Continue playing until all of the questions have been used, or you have run out of time. Then tally up the points and announce the winner.
- Option to offer a prize for the winners.

## End



## Suggestions

- Works for groups of any size.
- Find trivia questions on the internet or come up with your own.
- Offer a prize for the winning team.

## Controls & Features to Use



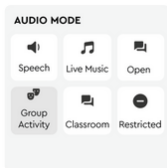
### Chat

- Send a direct message to everyone in the room or to an individual participant.



### Share Screen

- Share your screen during a presentation to display the trivia questions to the entire room.



### Presenter Settings: Group Activity Mode

- With this mode selected, group conversations are enabled and attendees will see a button that says "Speak to Room." Pushing this will enable one person at a time to speak.

## Help Center Articles

- [What are groups in a Preciate Room?](#)
- [How do I chat in a Preciate Room?](#)
- [What is the Compass feature and how do I use it?](#)
- [What are Presenter Settings and How do I Use them?](#)
- [Can I Screen Share in Preciate?](#)