Sales Training Event Agenda

Arrivals & Mingling

- Participants arrive in the room.
- Naturally form groups of 10 people or less for best speaking and listening capability within the room.

Welcome

- Host greets the room. Make a toast or start a presentation to speak to the entire room.

Activity 1

- Host chooses and leads the room in a sales training activity.
- We recommend <u>Discovery Conversations</u> or <u>Introductory Questions</u>.

Activity 2

- Host chooses and leads the room in a second sales training activity.
- We recommend <u>Trivia Competition</u>.

Activity 3

- Host chooses and leads the room in a third sales training activity.
- We recommend <u>Live Recognition</u>.

Announcement

- Host addresses participants, reflecting on the past 3 activities, and sharing any other important information with the room.

Mingling

- Participants can freely move around the room, continue conversations, and strenghten connections with teammates.

Farewell & Departures

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

Discovery Conversations

How it Works

- Host will count the participants in the room and assign each attendee 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 it even. If they know who will be attending, they can assign numbers beforehand.

- 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. Use arrow keys or tracking pad to move. Use the toast feature to give instructions to the entire room while still seeing the 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 in the circle. Keep some distance between each pair.

- Host will use the Start a Conversation feature to prompt discussion and each pair will converse. Choose from one of the existing ice breakers or create your own talking point. Talk about it 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. Then close the conversation.

End

Suggestions

- Ideal for groups of 30 people or less.

- For larger groups of 30-50 people, form talking groups of 3-5 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

Compas

- 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 choose an ice breaker or create 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?

- What is the Compass feature and how do I use it?

- How do I make a toast 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?

For additional help, reach out to hello@preciate.com

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?	-What organization are you a part of?
-Where do you live?	-What is your department/role??
-Did you go to college?	-Where is your favorite place to travel?
-Do you play an instrument?	-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.
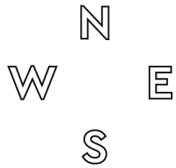
End

Controls & Features to Use

Chat

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

Compas

- 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.
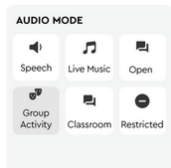
Controls & Features to Use

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?

Live Recognition

How it Works

- As people enter into the room, allow them to naturally form groups of up to 10 people. Make sure no one is left out or standing alone.

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

- Give everyone 5 minutes to think of someone (or multiple people) that they would like to give recognition to and prepare to share with the room.

- One at a time, participants will make a toast to give peer to peer recognition. Share some details on how their work impacted you and why they deserve to be acknowledged. Try to keep each toast under 2 minutes to allow time for everyone to share.

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

- During the toast, the rest of the room can give additional appreciation to the person being acknowledged by sending messages in the chat box. Seeing words of affirmation while hearing your recognition will make the person feel extra special.

- After the first toast has ended, another person can start one to give someone else recognition.

- Continue until everyone who would like to recognize a teammate has had a turn to give a toast.

- While everyone is feeling grateful and appreciated, take the opportunity to capture the moment by using the photo booth feature.

End

Suggestions

- Works for groups of all sizes.

- For small groups of 10 people or less, you can form one group in the room and there is no need to use toast mode for this activity.

- We recommend using the Preciate Recognition app to regularly send recognitions to your co-workers. If your team has the Preciate Recognition or another recognition app, send recognitions there while facilitating this activity.

Controls & Features to Use

Chat

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

Make a Toast

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

Photo Booth

- The photo booth will take 3 consecutive photos of your screen which you can save & turn into a gif.

Help Center Articles

- What are groups in a Preciate Room?

- How do I chat in a Preciate Room?

- How do I make a toast in a Preciate Room?

- How do I give people recognition in a Preciate Room?

- How can I take a Group Photo in a Preciate Room?