

# Appendix D: Zoom Breakout Ideas

## Ideas Collected from Various Group Leaders

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While we're eager to resume in-person networking, there are ways we can creatively leverage Zoom's breakout rooms to make our virtual meetings more engaging and foster meaningful connections. (If you're new to breakout rooms, watch [this brief video](#) to see how to establish and manage them.) Once you understand the technology, here are a few activities you might want to use breakout rooms for.

### **Choose Your Own Adventure**

To simulate real life open networking where everyone chooses who they want to talk to, come up with some preset topic options and ask people to chat in their preferred topic – then create the breakout rooms based on what people have selected. (You might have multiple breakout rooms on the same topic if it's popular!) Some ideas for the topic offerings:

- Fun: Name that Tune, Trivia, Gossip, General
- Fun: Movies, Concerts, Theatre
- Fun: College Sports, Professional Sports, No Sports
- Fun: First Job, Worst Job, Dream Job
- Professional: Lessons Learned, Current Challenges, Goals & Aspirations
- Professional: Needs, Deals, Wants

### **Networking Bingo**

Before the meeting:

- Use [this link](#) to create customized categories for the Bingo card. (Note: it's free for up to 30 people and only \$10 total for up to 100 players.)
- Provide everyone with instructions to generate and download/print a Bingo card for themselves before the meeting.

Create a slide with rules for Bingo to share on your screen during the meeting so everyone is clear on how to play and how to win. (eg. It's important to clarify that they can only use one person one time on their bingo card, so they'll need to be strategic.) During the meeting, you'll drop 3 people into breakout rooms of 3-4 minutes each. Rotate them into as many breakouts as needed until someone gets Bingo. If someone gets Bingo quickly, you can switch the game to blackout and give people a few extra minutes in each breakout to share more details with each other.

### **Unbroken Chain - How Else Might We Have Met?**

Drop 4-5 people in a breakout room and give them 15 minutes to complete this task. The goal is for them to create an unbroken chain of how they are connected outside of ProVisors and its members. As an example: "John worked for Hart & Hart law firm, and the partner (Don Hart) is one of Mary's clients. Mary graduated from Cornell, where she had the same B-school advisor as Bob. Bob..."



### **More Extensive Introductions**

If you have too many people in your meeting to cover introductions with the full group, use breakouts to provide people with a chance to introduce themselves and connect with a few other members. When you use it in this instance, we recommend putting more people in each breakout (6-8), giving them clear instructions with regard to how much time each person gets the floor and a discussion prompt to respond to.

### **Small Group Discussion**

When you use a portion of your meeting for a presentation or panel discussion, create a few discussion questions then send people off into small breakout groups (3-4 people) for 15-20 minutes to continue exploring the topic. When you do this, consider using chat to post the questions/instructions so people are clear on how to use the time and what to discuss.

### **Speedy “Troika Consulting”**

Drop three people into a 15 minute breakout. Ask them to identify who has a challenge they’d like help with – this person becomes the “client” and the other two people are the “consultants.” The client then has a few minutes to share their challenge while the consultants listen. After that, the consultants can spend a few minutes asking clarifying questions. The consultants then offer their advice and recommendations, while the client sits quietly and takes it in. To wrap things up, the client can share what they heard that seemed most helpful or valuable.

### **Instant Troikas**

Since people are unable to get together for their Troikas, one time-saving tip is to wrap the meeting by sending people off into their Troikas using the breakout rooms. They might stay for five minutes to schedule their actual Troika, or they can stay on and have their Troika right then. Note: whoever is hosting the Zoom meeting will need to keep the meeting open until the Troikas are finished, so be sure to set an “end time” for people who decide to Troika after the meeting. To save time, you can have your Group Monitor build out the Troika assignments in Zoom’s breakout menu before the end of the meeting (assuming you don’t have other breakouts in that session).