

# COLLABORATIVE PracticeTips

## December 2020

A monthly bulletin from the CP Cal Practice Excellence Committee

The Practice Excellence Committee is pleased to offer tips to help you increase your Collaborative cases and achieve *practice excellence*.

Please send us your comments and questions! Email us at [info@cpcal.com](mailto:info@cpcal.com)

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### **Everybody Zoomba! TIPS to Adapt Our Collaborative Practice Group Meetings to Zoom:**

If you thought running your Collaborative Practice Group Meetings before Covid was like herding cats, how is it going now that we are meeting via Zoom? We have brainstormed our best TIPS to help your Practice Group meetings run smoothly and keep your group members coming back for more!

#### **First TIP – Create and facilitate an organized meeting protocol:**

Assign Roles:

Presenter(s)– whoever is leading the meeting and/or presenting to the group.

Host – responsible for Zoom meeting functions, including Inviting all group participants, Waiting Room, Screen Share, monitoring emails from late participants and/or those having trouble accessing the zoom meeting.

Chatroom Monitor for all participants – monitors the

Chat Room feature to field and respond to questions; bring questions and comments to attention of the Presenter and/or the group.

Note Taker - record of meeting notes, announcements and any decisions made.

Prepare a meeting Agenda for everyone to follow.

Try to break up your Agenda with new subjects and/or group participation and/or Breakout Rooms every 15-20 minutes to keep everyone engaged.

Provide a Zoom Protocol before your practice group meetings, if needed and/or helpful (include Raise Hands (physical or feature) and Chatroom options).

Encourage your participants to attend with video on and in gallery view – we are so much more present and feel more connected when we can all see each other, especially during Covid.

Voting Options - physically raise hands; thumbs up/thumbs sideways/thumbs down (Host/Chatroom Monitor can track votes)

Encourage group members to set up their space to relax and enjoy the meeting from the comfort of their space, including beverages and spirits (food not so much).

### **Second TIP – Practice and incorporate Zoom’s Structural Features:**

Break out rooms for smaller group discussions, with scheduled return to larger group meeting to share ideas.

Power Point and Screen Share.

Mentimeter.com (visual aids for group’s thoughts on any topic).

Zoom Survey and Polling Tools.

### **Third TIP – Plan your meetings with relevant and interesting content that group members will appreciate and can engage in:**

Check-in with your group members periodically: How are you doing? Is any support needed?

Review your group’s budget and redirection of funds toward marketing or other projects.

Review and update of your Group’s Protocols and adapting to Covid and/or Zoom.

Discuss New Membership Protocols and how to facilitate via Zoom.

Invite Guest Speakers (including your own members) to train your members on anything relevant to collaborative work, court process updates and/or adapting our case work to Covidetiquette.

Practice Group’s marketing practices – great time to review, update and participate!

The art and importance of blogging

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Marketing collaborative to specified target clients.

Parenting Plan terms and assistance in the time of Covid.

Inclusion and Diversity (for professionals AND clients) (for a great video on this subject, show The Unequal Opportunity Race at [https://youtu.be/vX\\_Vzl-r8NY](https://youtu.be/vX_Vzl-r8NY)).

Roles of Professionals – how to use our professionals with consistency, i.e. Financial Specialists, 1 OR 2 Coach models, Child Specialist.

How to enroll both clients and/or spouse in collaborative process (first intake).

Pre-brief of Client/Professional Team Meeting and Debriefs.

How to handle Impasse via Zoom.

Collaborative Premarital Agreements via Zoom meetings.

How to facilitate the final execution of Stipulated Judgment documents, including a notary when needed.

Brainstorm, be creative, find ways to encourage group participation and watch your practice group thrive!

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### **From the PEC:**

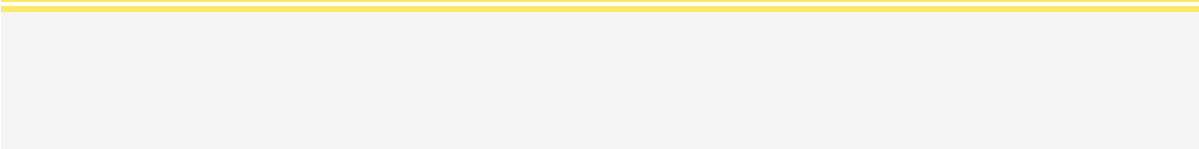
Marketing tip:

So...people are pretty miserable in general right now. Let's give some rays of sunshine in our blogs and social media posts this month. Here are a few ideas to get you started. Be sure to mention the current world situation in your blog. People need to know your ideas are fresh and relevant for this changed world.

- Divorce During a Pandemic
- Imagining a wonderful holiday in two homes next year.
- The respectful divorce - Yep. Possible. Even now.
- Divorcing with integrity (and a good mask)

Once you've got it written, please share with the Collaborative community. When you see someone else's blog, make a comment and share. Let's make getting more Collaborative Cases part of all of our lists to Santa this year!

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