

Business/Industry Lesson Plan  
**Video Conferences**

<b>Overview</b>	<p>A large business has greatly expanded to different regions of the United States. The business has frequent conferences that require their employees to be there. Instead of having all the employees fly to their central location, they use tokbox to communicate.</p>
<b>Objectives</b>	<ul style="list-style-type: none"><li>• Allow employees to stay updated on company policies and procedures</li><li>• Save time and money</li><li>• Discuss the agenda</li></ul>
<b>Materials</b>	<ul style="list-style-type: none"><li>• Computer with a camera and microphone</li><li>• An emailed agenda of the meeting</li><li>• Notes or questions</li></ul>
<b>Procedures</b>	<ul style="list-style-type: none"><li>• All employees log on at a predetermined time</li><li>• The leader of the group goes through the agenda and address everything on it</li><li>• Time for questions and setting up the next meeting time</li></ul>
<b>Evaluation</b>	<p>The leader goes though and reviews the meeting and looks for possible improvements. Also, addresses questions or concerns raised at the meeting.</p>