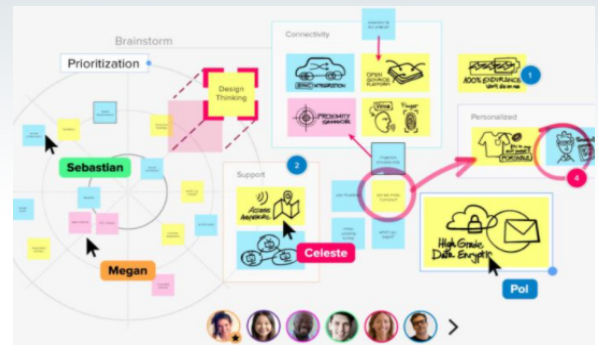# MURAL For Facilitators: Incorporating Online Collaboration

Delivered Via Virtual Classroom

When facilitating virtual meetings or workshops, session leaders often find their greatest challenges are around engaging participants and balancing participation so that everyone has an opportunity to be heard.

How do you transform a group of passive online-session attendees into highly engaged collaborators?

At Facilitation First, our go-to collaboration and engagement tool is MURAL because it is so accessible and intuitive - even those who have never used it can be actively participating in minutes. Whether facilitating a feedback or brainstorming session, we use stickies, icons, and more to increase participant engagement. This tool can be used in breakout groups to allow the facilitator to monitor from the main room, or as a collective group.

We have developed this program to help build your confidence and competence in creating, launching and leveraging MURAL and its unique features. Delivered by a professional meeting facilitator and trainer, learners will also understand the 'why' you would use these features, as well as the 'how!'

Workshop Purpose

To enable achievement of your virtual learning or meeting outcomes while maximizing participant engagement by mastering the interactive features of MURAL.

Workshop Outcomes

You will leave the session with a comprehensive understanding of:

- How to plan your session
- Key functions of the tool
- How to lead a simple session including brainstorming, prioritizing, action planning
- Potential pitfalls and your backup plan (e.g. people are on the phone or nervous about technology)
- A complete checklist with key features and recommended settings
- How to create and use templates

We'll also cover how to get your participants up to speed with MURAL quickly by providing tips on how to:

- Effectively instruct participants before the main session
- Get new participants comfortable through a fun 'warm up' activity
- Learn the basics: Titles, stickies, changing colours/shapes, icons, size/shape of MURAL
- Set up the meeting for success before it even starts

Workshop Design

1. **2.5 Hour Workshop** – the trainer will walk participants through the features and provide a live demo of the tool
2. **1 – 2 Hour Self-Study/Practicum** – participants will be given a practicum with a list of activities that will be occurring during an upcoming meeting and they will be required to set up the MURAL boards in advance utilizing a list of features before the Coaching Session. The activities in the practicum will be based on real, relevant situations our experienced facilitator and trainer has used in live sessions.
3. **60 Minute Post Practicum Coaching Session** - this session is conducted one week after the Step 1 Workshop. This session will allow participants to share the results of their practicum and complete one of the activities together to practice a live activity. They will also discuss activities they struggled with and the opportunity to observe live simulations of the various dilemmas/scenarios.