

# Facilitating Inclusive Hybrid Meetings

A Half-Day Virtual Workshop April 20, 2023 1:00pm – 4:30pm

As the future of work is rapidly changing, so too is the future of meetings. As companies embrace hybrid and remote models of working, collaborating with some meeting participants 'in the room' while others join remotely is about to become far more common.

But the fact is, hybrid meetings are much harder to run than 'in the room' or 'all-remote' meetings. Post-pandemic, it is clearly no longer acceptable to lead a meeting focused primarily on the in-room participants while the remote participants 'suffer through', hoping they have the opportunity to be heard.



This half day workshop was designed to provide skills, tools and practice needed to lead equitable, inclusive hybrid meetings

**Workshop Outcomes:** By the end of this workshop participants will be able to:

- Implement “minimum viable solutions” and optimum solutions for each of the 7 challenges
- Plan & Design Hybrid Meetings by...
  - Determining when to hold a hybrid meeting
  - Preparing the technologies and set-up required for inclusive hybrid meetings
- Open Hybrid Meetings by...
  - Setting the context to ensure comfort, safety and equitable access for all participants
  - Set and referee norms to overcome barriers to communication and collaboration in hybrid meetings
- Manage Hybrid Meetings by...
  - Ensuring the group has easy ways to a) share a visual collaboration/note space, b) generate ideas together, c) vote or prioritize together and d) work in sub-groups despite the distance challenge
  - Engaging everyone in the meeting using tech features and facilitation techniques
  - Intervening when typical hybrid meeting challenges arise

**Who Should Attend?** Any team leader, subject matter expert or facilitator asked to lead Hybrid meetings

## Half-Day Overview (3.5 hours)

### Module One: *Handle The Challenges of Hybrid Meetings*

- Decide how we can all see each other: solve visual challenges
- Decide how we can all hear each other/avoid echoes: solve auditory challenges
- How are you handling technology challenges now?

#### **Pairs Exercise**

### Module Two: *Open your Hybrid Meeting Right*

- Learn the script elements for great openings (set context and role of facilitator, clarify norms, instruct on hybrid processes, delegate roles, etc.)
- Indicate how norms, processes will be managed/enforced
- Introduce how priority-setting and decision making will work **Poll**

### Module Three: *Manage Participation in Your Hybrid Meeting Inclusive*

- Learn techniques to promote engagement and inclusion of all participants
- **Practice** recommended techniques for increasing inclusion in hybrid meeting simulation
- Peer and trainer feedback on how to improve their use

### Module Four: *Practice handling Four Facilitative Challenges*

- Learn options for how to a) share a visual space, b) generate ideas together, c) vote or prioritize and d) work in sub-groups despite the distance challenge
- **Practice** recommended techniques for meeting these challenges in breakout rooms
- Debrief the practice sessions

## Workshop Details

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For almost 25 years, Facilitation First has been top of mind for those seeking training in process facilitation. Our Facilitating Meetings with Ease workshop has been honed by Ingrid Bens, author of the national bestselling books 'Facilitating with Ease' and 'Facilitation at a Glance!'. With thousands of participants rating the course an average 4.5 out of 5, we provide an experiential workshop that equips learners with simple yet powerful tools that they can apply in their next meeting.

### What You'll Receive

You leave our workshop with the tools you need to combat wasted meeting resources. You get access to online customizable templates, a digital manual filled with meeting designs and intervention techniques, and the personal feedback and coaching from participants and the trainer. Our certified trainers are 'facilitators first,' who bring their real-world experience to the classroom.

**Dates:** April 20, 2023

**Location:** Zoom link to be provided. Download this application for free at [www.zoom.us](http://www.zoom.us)

**Times:** 1:00pm – 4:30 pm EST

**Fee:** \$495 + HST

**Trainer:** Kevin Quinn

**To Register:** E-mail [info@facilitationfirst.com](mailto:info@facilitationfirst.com)

### What Some of our Clients Are Saying...

*"The instructor was amazing and very knowledgeable about the topic. He was very inclusive and I felt very comfortable sharing thoughts"*

**Desirae Cunningham, Region of Peel**

*"Very easy to connect with Kevin. Inspiring person. Amazing control to ensure we are on track."*

**Idir Saidani, The Co-operators**

### About Your Trainer: Kevin Quinn



Kevin is a master facilitator and trainer specializing in helping professionals communicate to get results. As a highly skilled facilitator and presenter, Kevin shares these skills in practical, experiential workshops geared to the needs of leaders and professionals. Kevin helps business professionals influence with integrity and get better implementations of their objectives. His expertise includes teaching people on how to deal with difficult stakeholders, how to negotiate to get results and how to use creative problem solving with individuals & teams. Kevin combines academic achievement with practical experience as a project manager and general manager in large public and private organizations. Kevin has done doctoral work in Adult Learning and holds master's degrees in History and Public Administration.