



## Workshop Description

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 all 'in the room' or 'all-remote' meetings. With increased focus on equity and inclusiveness, 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 meeting leaders with the skills, tools and practice needed to lead equitable and inclusive hybrid meetings.

### Workshop Purpose

To provide participants with the tools, skills, and resources they will need to conduct inclusive hybrid meetings.

Facilitation First Inc.  
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## The Learning Opportunity

Participants will leave this course able to:

- Name 2 technical challenges and 5 facilitative challenges of hybrid meetings
- Implement "minimum viable solutions" and optimum solutions for each of the 7 challenges
- Demonstrate the skills required by a hybrid meeting facilitator

### 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
- Designing warm-ups and introductions to create connection, familiarity and trust
- 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



## Workshop Modules

### 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
- **Pairs Exercise:** How are you handling technology challenges now?

### Module Two: Open Your Hybrid Meeting Right

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

### Module Three: Manage Participants in your Hybrid Meeting

- Learn techniques to promote engagement and inclusion of all participants
- **Practice:** recommended techniques for increasing inclusion in hybrid meeting simulation

### Module Three: Manage Participants in your Hybrid Meeting Cont'd

- 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

### Who Should Attend?

Any team leader, subject matter expert or facilitator asked to lead Hybrid meetings

### About Facilitation First

For over 25 years our mission has been to share our passion for the design and facilitation of highly collaborative meetings based on consensus driven, focused results. 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!.



Date	December 3, 2024
Time	1:00pm – 4:30pm EST
Location	Zoom
Fee	\$495 + HST

## What You'll Receive

A participant workbook filled with templates, reminders, and methods you can refer to when transitioning new skills to your meetings

You can register online [here](#) or via email at [info@facilitationfirst.com](mailto:info@facilitationfirst.com)

## Kevin Quinn



## About Your Trainer

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.