

# Facilitating Inclusive Hybrid Meetings

**A Half-Day Workshop Delivered Over Zoom: October 19, 2021 1:00pm – 4:30pm**

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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.



## Learning Outcomes:

By the end of this workshop participants will be 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

**Target Audience:** Any team leader, subject matter expert or facilitator asked to lead Hybrid meetings

**Workshop Set-Up:** This workshop requires a minimum of 3 participants co-located in a meeting/training room. Trainer can be remote or “in-the room”.

## Agenda - Half Day (3.5 hours)

Activity	Result or Learning Outcome
Setting the Context	<ul style="list-style-type: none"> <li>• Provide clarity as to workshop purpose, outcome, and process</li> <li>• Observe the facilitator role-modeling how to <b>set context</b> for a Hybrid meeting</li> </ul>
Decide if you need a Hybrid Meeting	<ul style="list-style-type: none"> <li>• The seven challenges of hybrid meetings/alternatives to hybrid meetings</li> <li>• Review meeting type decision tree <b>Demo</b></li> <li>• A list of assumptions and various formats for having a hybrid meeting</li> </ul>
Module 1: Handle Tech Challenges of Hybrid Meetings	<ul style="list-style-type: none"> <li>• Decide how we can all <b>see</b> each other: solve visual challenges</li> <li>• Decide how we can all <b>hear</b> each other/avoid echoes: solve auditory challenges</li> <li>• How are you handling technology challenges now? <b>Poll</b></li> </ul>
Module 2: Clarify Role & Duties of the Facilitator	<ul style="list-style-type: none"> <li>• Clarity on hybrid-specific elements from larger list of facilitator duties</li> <li>• Confirm understanding of the role of hybrid meeting facilitators <b>Quiz</b></li> </ul>
Module 3: Open your Hybrid Meeting Right	<ul style="list-style-type: none"> <li>• Learn the script elements for great openings (set context and role of facilitator, clarify norms, instruct on hybrid processes, delegate roles, etc.)</li> <li>• Indicate how norms, processes will be managed/enforced</li> <li>• Introduce how priority-setting and decision making will work <b>Poll</b></li> </ul>
BREAK	<ul style="list-style-type: none"> <li>• 10 minutes</li> </ul>
Module 4: Make your Hybrid Meeting Inclusive	<ul style="list-style-type: none"> <li>• Learn techniques to promote engagement and inclusion of all participants</li> <li>• <b>Practice</b> recommended techniques for increasing inclusion in <i>hybrid meeting simulation</i></li> <li>• Peer and trainer feedback on how to improve their use</li> </ul>
Module 5: Practice handling 4 Facilitative Challenges	<ul style="list-style-type: none"> <li>• 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</li> <li>• <b>Practice</b> recommended techniques for meeting these challenges in breakout rooms</li> <li>• Debrief the practice sessions</li> </ul>
Learning wrap-up	<ul style="list-style-type: none"> <li>• Confirm take-aways and personal commitment to apply learning</li> <li>• Adjourn</li> </ul>

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## 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:** October 19, 2021

**Location:** Online via Zoom

**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 provides expert meeting facilitation, especially as a teacher and troubleshooter of these skills. 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. He has mentored and taught business and thought leaders in the public and private sector in North America and the UK. Kevin has helped a wide range of business partners to navigate organizational challenges and improve their business results. He is the instructor of record at the City of Toronto's leadership development program and the Schulich School of Business Health Administration MBA program. He teaches extensively in the health care, banking and municipal government sectors.