Facilitating Inclusive Hybrid Meetings

A Half-Day Workshops for Facilitators, Internal Trainers and Managers

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	• Provide clarity as to workshop purpose, outcome, and process • Observe the facilitator role-modeling how to **set context** for a Hybrid meeting
Decide if you need a Hybrid Meeting	• The seven challenges of hybrid meetings/alternatives to hybrid meetings • Review meeting type decision tree *Demo* • A list of assumptions and various formats for having a hybrid meeting
Module 1: 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 2: 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*
BREAK	• 10 minutes
• *Group Facilitation*	• A set of norms relevant to your upcoming hybrid meetings
Module 3: 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 4 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
Learning wrap-up	• Confirm take-aways and personal commitment to apply learning • Adjourn