

# 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 the three main challenges of hybrid meetings and solutions for each
- Demonstrate the skills required by a hybrid meeting facilitator
- *Plan & Design Hybrid Meetings by...*
  - Determining when to hold a hybrid meeting
  - Preparing meeting designs that acknowledge and mitigate hybrid meeting challenges
- Setting up minimum/ideal tech requirements to ensure participants can hear and see each other
- *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...*
  - Engaging everyone in the meeting using tech features and facilitation skills
  - 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>
The Technology of Hybrid Meetings	<ul style="list-style-type: none"> <li>• When to hold a hybrid meeting? <b>Poll</b></li> <li>• Review meeting type decision tree</li> <li>• A list of assumptions and various formats for having a hybrid meeting</li> </ul>
Module 1: Duties of the Hybrid Facilitator	<ul style="list-style-type: none"> <li>• Clarity on hybrid-specific elements from larger list of <b>facilitator duties Quiz</b></li> </ul>
Core Best Practices of the Hybrid Facilitator	<ul style="list-style-type: none"> <li>• Clarity on <b>core facilitator practices</b> for hybrid facilitations</li> <li>• Clarity as to which key behaviours address specific hybrid issues</li> </ul>
Triad Exercise #1	<ul style="list-style-type: none"> <li>• <b>Practice</b> the 5 core facilitator behaviours in <i>hybrid meeting simulation</i></li> <li>• Peer and trainer feedback on how to improve their use</li> </ul>
BREAK	<ul style="list-style-type: none"> <li>• 10 minutes</li> </ul>
Delegating roles to relieve workload and engage group	<ul style="list-style-type: none"> <li>• Recognition of the heavy burden hybrid meetings pose on facilitators</li> <li>• Recommendations on how to offload work/ strengthen group</li> </ul>
Module 2: Launching Meetings the Right Way!	<ul style="list-style-type: none"> <li>• A template for how to effectively set context</li> <li>• Customizing script to participant's upcoming meetings</li> </ul>
Triad Exercise #2	<ul style="list-style-type: none"> <li>• <b>Practice</b> in small groups and tune-up of how to effectively set context for an upcoming meeting</li> </ul>
BREAK	<ul style="list-style-type: none"> <li>• 10 minutes</li> </ul>
Module 3: Engage people in Hybrid meetings	<ul style="list-style-type: none"> <li>• Clarity on the group's 3 top engagement challenges for hybrid meetings <b>Poll</b></li> <li>• Strategies for each engagement challenge</li> </ul>
Managing Engagement Dilemmas	<ul style="list-style-type: none"> <li>• Using menu of engagement strategies, demonstrate how to match strategy to challenge</li> </ul>
Dealing with typical hybrid meeting challenges	<ul style="list-style-type: none"> <li>• Clarity on the most likely challenges facilitators will face</li> <li>• <b>Practice</b> using the 3-step intervention technique to get meetings back on track</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>