



Virtual Meeting Facilitation Basics

April 3, 2020



Goals



- Connect with community
- Learn from your peers
- Demonstrate and share virtual facilitation basics

Proposed agenda



1. Share basic virtual facilitation framework
2. Share problems/practices in breakout groups
3. Report out and Q&A in whole group
4. Check-out
5. Distribute results after meeting

Before the meeting: plan



1. Establish roles (facilitator, producer, tech fixer)
2. Determine your purpose
3. Share essential info in advance
4. Match tools and activities to purpose
5. Anticipate tech problems

Establish roles

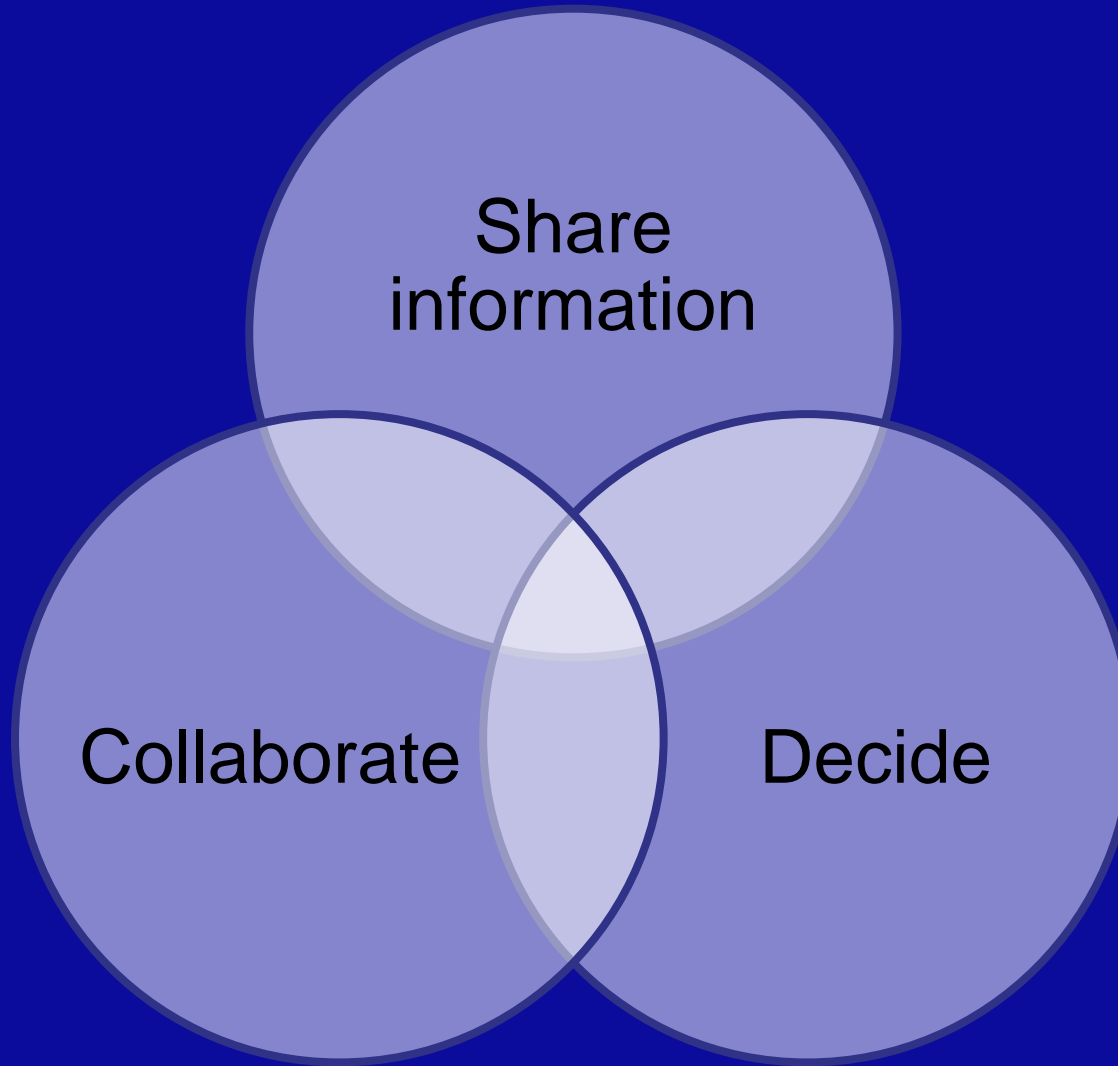


Virtual meeting facilitation
April 3, 2020
1-2 PM
Facilitator: Jon Sweigart
Producer: Molly Mead
Tech/Administration: Betty Cotton



Time	Facilitator	Producer	Tech/Admin
Morning and one hour before meeting <u>begins</u>		Molly is hosting. Open meeting 15 minutes early.	Send participants email reminding them of event, time, and link. Urge participants to link in early to avoid delays and give # to call if problems.
1245 PM-1 PM	Bring up slide 1 and as people log on encourage them to check in using chat box. Read some of the chat comments out loud. Encourage participants to use chat throughout.	Designate Jon and Betty as co-hosts. Give facilitator share ability. Begin monitoring chat and number of participants for breakout groups. Welcome latecomers with chat and orient	Monitor chat for tech problems. Compare # of participants joined against number who signed up. Betty monitoring phone numbers and renaming.

Determine purpose



Match tools and activities



How will you...	Example tools/techniques
Share content?	Advance distribution Shared screen/whiteboard Dropbox Sharepoint
Collaborate?	Chat box and breakout rooms Google Docs Dropbox Paper
Make decisions?	Ask each participant PollEverywhere Slido
Capture results?	Distribute notes via email Microsoft Teams Asana

Beginning the meeting



- Orient participants to platform
- Anticipate/address tech problems
- Establish goals, agenda, norms
- Check-in

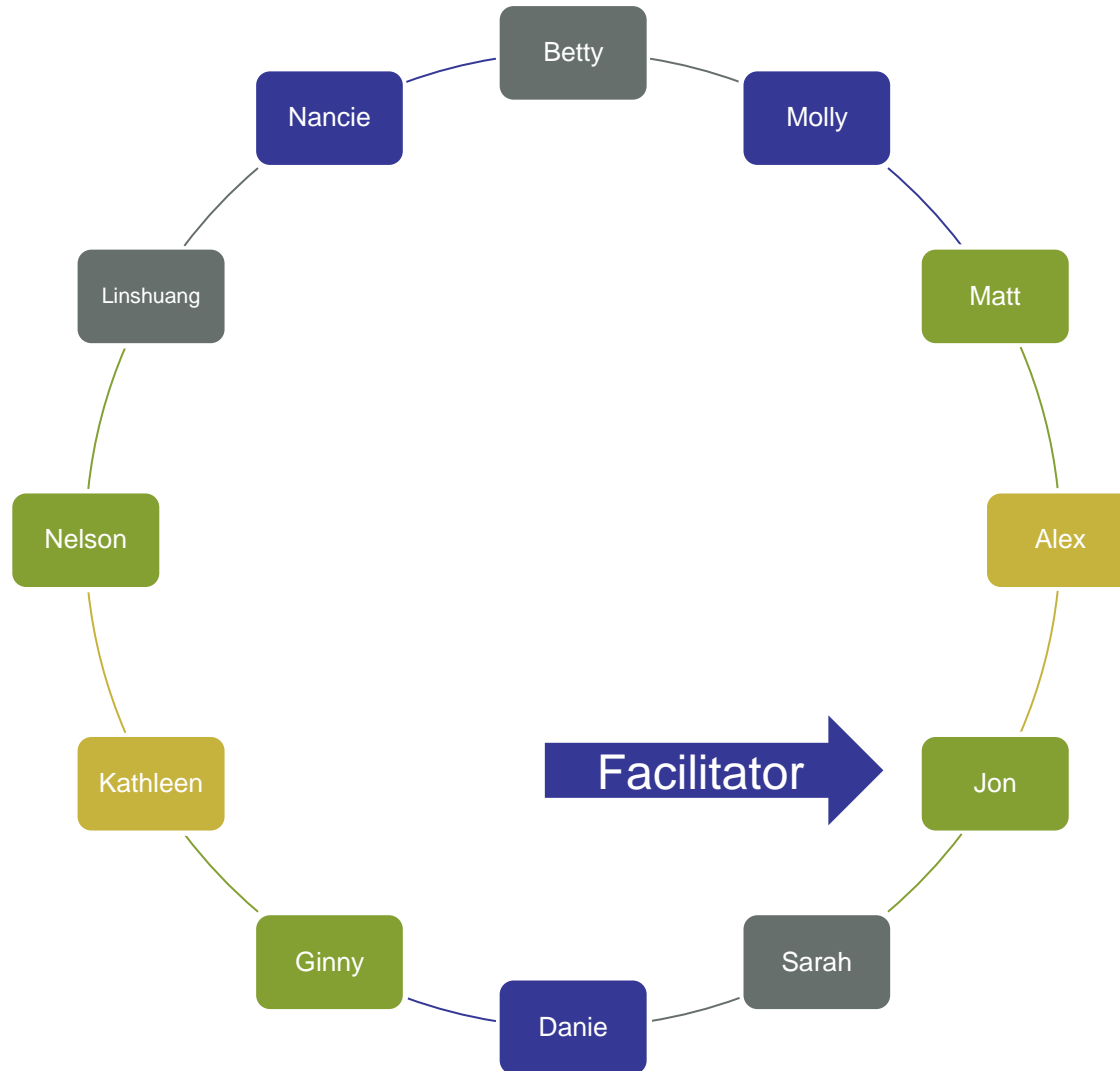
- Defined: behaviors we expect of each other in order to accomplish our purpose.
- Use the chat box to type in one or two norms that you think most important to virtual meetings.

In the middle of the meeting



- Structure participation
- Pace channel switching (whole group/breakout, chat/whiteboard, video/document).
- Solicit feedback using dialogue and polling.
- Display and capture participant input

Structure participation



Breakout groups



- Breakouts last 15 minutes.
- Please share time and include everyone.
- Quickly assign a **recorder** to take notes.
- Recorder: please send the word “**recorder**” ASAP to chat so we can identify you later.
- We will ask the recorder to send notes to betty@praxiscg.com before end of day.

Switch channels: breakout rooms



- If you are using your phone for audio, you may end up in two separate breakout rooms.
- If that happens, turn off your video and just use your phone.
- Remember to unmute yourself.

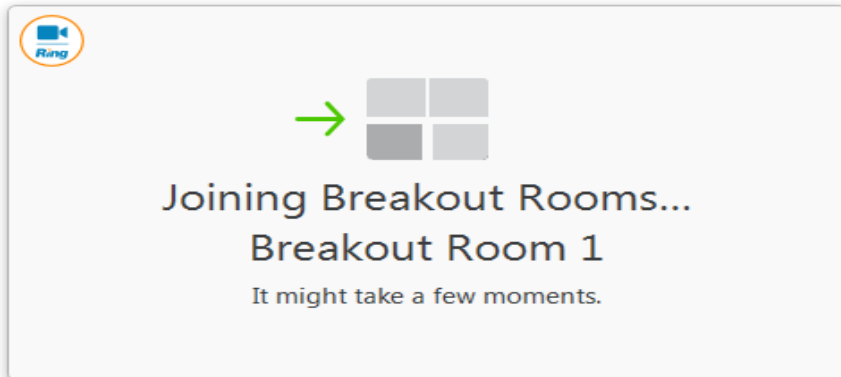
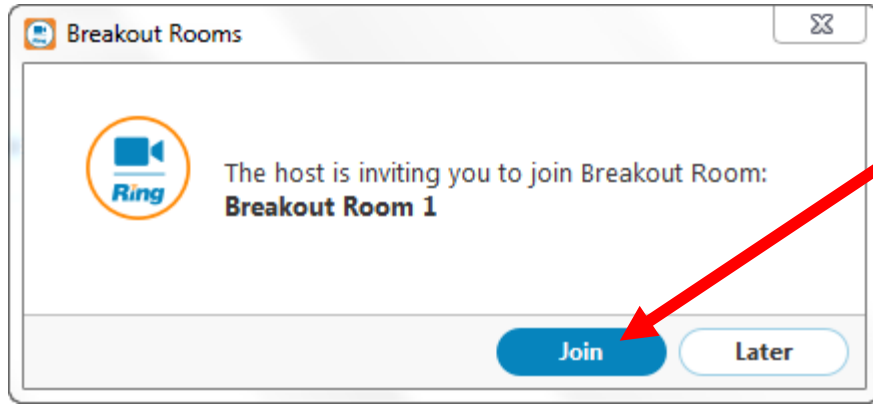
Guiding questions



1. Please briefly introduce yourself.
2. Share one value you believe is foundational to an effective meeting.
3. Share 1-2 virtual facilitation tools or techniques you find useful.
4. Describe a current challenge and/or question you have about virtual meetings.

These questions will be posted in Chat so you can see them in the Breakout Rooms.

Breakouts



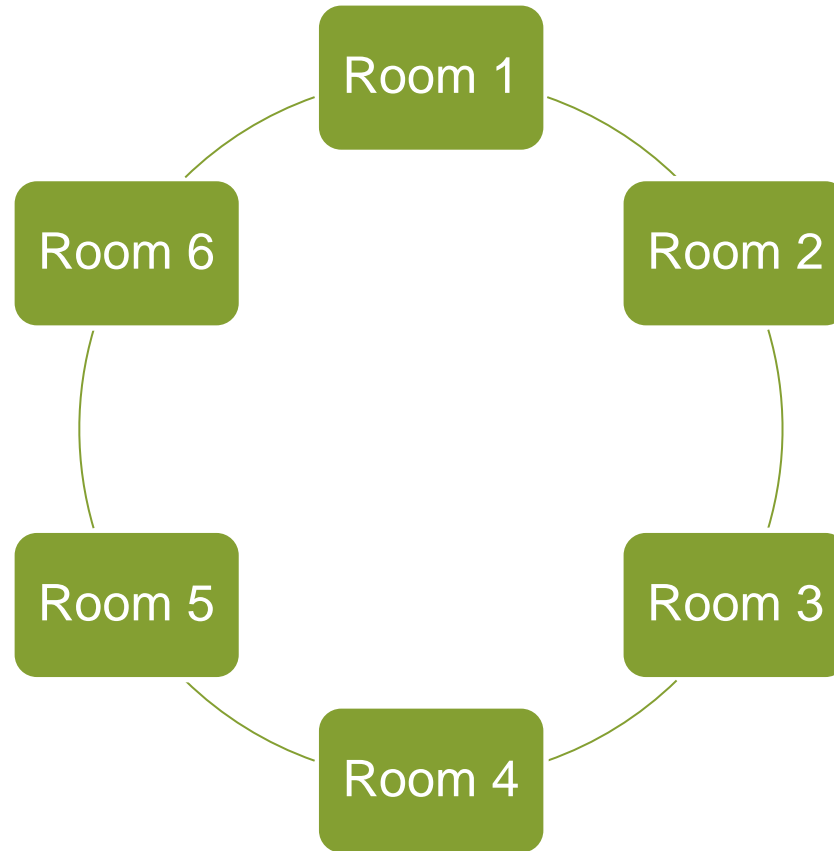
- Click to join your Breakout Room.
- Please be patient with the transition.
- Once inside room, check that your video and audio are on.
- Host will signal 1 minute before end of breakout.

Whole group discussion



- Share a highlight. (Don't read your document, please just a few words.)
- Notes from breakout groups will be summarized and shared in a document emailed to all participants afterwards.

Whole group discussion



Ending/after the meeting



- Check out
- Distribute meeting results
- Track assignments
- Solicit feedback

Distribute meeting results



- Recorders: please send notes from breakouts to betty@praxiscg.com before end of day. Put Notes in the subject line.
- All: please send links to helpful resources to betty@praxiscg.com before end of day. Put Helpful Link in the subject line.
- Praxis will distribute summaries next week.

Solicit feedback



- You will receive a survey about your experience today from sarah@praxiscg.com.
- Please offer your feedback.

Check out



Thanks for attending!

- Please use Chat to enter a word or phrase to indicate how you are leaving this meeting.
- We will remain on-line and keep Chat open until all have left the meeting.
- Please visit our website **praxiscg.com** for more information.