Welcome and Introductions

- Name

- Organization

- Where you are in the world

Agenda

- Review of Facilitating Great Meetings

- Tips for Online Meeting Planning

- Groupwork

- Q&A

- Close

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Outcomes for today's webinar

Participants will…

- Learn 6 tips to support remote engagement

- Learn 4 tools for supporting remote training and virtual meetings

- Crowd-source solutions for a real-life, challenging scenarios

- Choose one tool, use it, report next time

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Ground rules for today

- Share and Collaborate

- Use the chat function for questions and/or comments

- Participate fully in breakout sessions

- Mute your audio when not speaking

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Review – Facilitating Great Meetings

Role of a Facilitator

- Design processes that lead to productive group work
- Support full participation to harness the power of the group's diversity
- Develop mutual understanding and agreements among different perspectives within the group
- Establish shared accountability for those decisions

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Meeting Goals and Outcomes

Share/report information

Learn

Generate ideas

Provide input

Complete a task

Make decisions

Address a process issue

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Checking in

Share a skill you have successfully applied from "Facilitating Great Meetings."

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Facilitating Great Virtual Meetings

Time for a poll!

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5 Common Mistakes

- Not having a clear set of outcomes and/or agenda

- Stuffing the agenda; trying to do too much

- Not leading forcefully

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5 Common Mistakes *(con't)*

- Too much presentation, not enough conversation

- Technology fails – now what?

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6 tips for planning online meetings

- Create connections early

- Be hyper-vigilant on good practice (outcomes, learning cycle, etc.)

5 tips for planning online meetings

- Limit content to 5-8 minute chunks

- Debrief after content and set up discussion and decision making thoughtfully

- Use technology strategically

- Prep, rehearse, tech check

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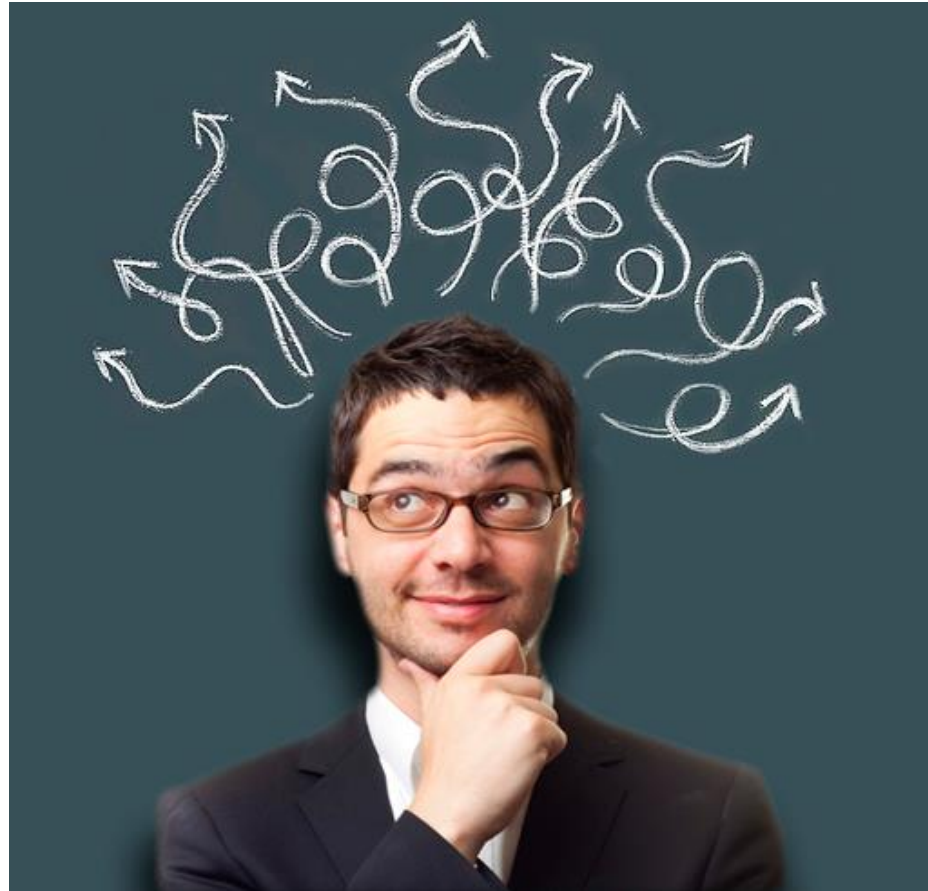
Given your experience, how do these tips and mistakes resonate with you?

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What is one tip you would share based on your experiences?

4 Practical Tips for Leading Online Meetings

- Balance tasks and relationship building

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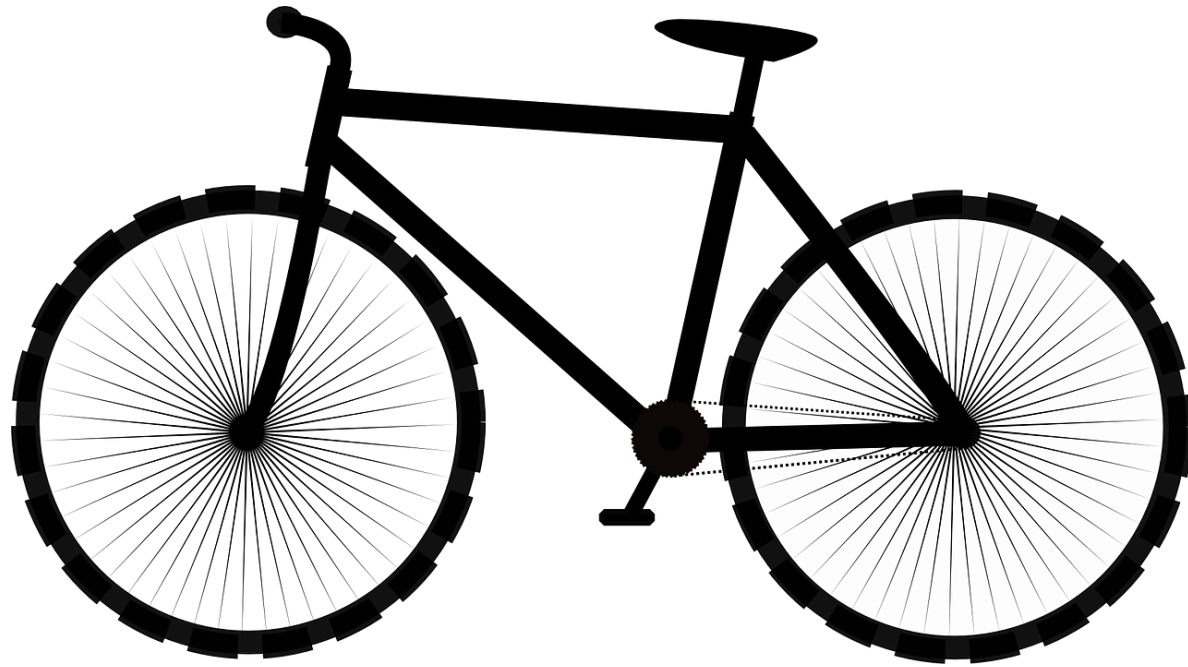
4 Practical Tips for Leading Online Meetings

- Set-up and preparation is everything

- Open well; share clear objectives, engage early and often

- Close well; summarize and define clear next steps

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What are your remaining questions about facilitating virtual meetings?

Questions

- What is a good way to spark conversation and engagement?

- How can you balance the voices of introverts and extroverts?

- How frequently should we meet? How long should virtually meetings last?

Group Work

Question Responses and Suggestions

- What is a good way to spark conversation and engagement?

- How can you balance the voices of introverts and extroverts?

- How frequently should we meet? How long should virtually meetings last?

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How will you implement what you learned today?

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Upcoming ICL Webinars

- Working Remotely: Effective Virtual Teams

- Fundraising in Challenging Times

- The Art of Online Facilitation

- Executive Directors Unite! -- Lunch Chat

- 30 Minutes for Self-Care

Thank You!