



ToP Facilitation Methods
Consensus Workshop
June 15, 2021

What are keys to effectively facilitating hybrid meetings?

Keys to facilitating effective hybrid meetings are....					
Time Management	Embracing Adaptability & Participation Location Choices	Clear Expectations	Thoughtful Use of Technology	Meaningful Engagement Of All Participants	Management of Unique Group Dynamics
<ul style="list-style-type: none"> • Stay within time limits • Duration • Allow time to discuss next steps 	<ul style="list-style-type: none"> • Patience • Buy-in to hybrid meeting culture 	<ul style="list-style-type: none"> • Clear goals and agenda • Exercises/activities clarity of expectations for IP and virtual • Set the tone • Clarity of objectives, roles and rules of engagement for session 	<ul style="list-style-type: none"> • Tech: capability, competency, and contingencies • Plans around common tech mis-steps • Use tech tools to your advantage • Tech savvy person • Confidence with facilitation tools • Tech that works • Use of cameras in the room and online 	<ul style="list-style-type: none"> • Separate facilitation duties, managing in person or online • Equal response to in person and online ideas • Equity of participation balanced and weighted • Different ways to engage • Send instructions ahead of time 	<ul style="list-style-type: none"> • Mindfulness of group dynamics • Facilitator in control • Managing before/after meeting chatter • Evaluate how its going • Stay focused • Set process expectations eg raise hand, video on • Pre and post work