



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