

Facilitating Remote Meetings & Workshops

Create Clarity



Clarity is a key factor for a successful meeting. Reduce confusion by who is there, what's the process and what are we talking about.

Foster Engagement

Ensuring that people are active and engaged by creating opportunities for interaction.



Make a Plan

There are a lot of moving parts in remote meetings, multiple tools, presenters and equipment. Make sure you're ready.



Tailor Your Tools

No tool is perfect. Use the combination that serves your purposes. Know your tools: what they can do and how.



Before

Test equipment

Invite participants to arrive early to test sw & hw and connect with each other

Shared space

Decide what shared spaces you will use during the meeting

Plan with a co-facilitator

Have a co-facilitator keep track of times and a talking list

Starting

Check-in

Present the purpose, agenda and intended outcome, and check expectations

Set working agreement

Clarify meeting etiquette and roles. Inform about backup communication

Start Meetings on time

Reduce distractions and disturbances to keep all participants engaged

During

Summarize & review

Break up in small groups

Energy and engagement increases if you allow for breakout-sessions, timeboxed.

Be strict with air-time

Stop participants talking too much, invite silent individuals to speak

Closing

Clarify results and next step

Checkout

Let participants share what was important for them

Feedback

Ask for a fist-of-five and get feedback how to improve next time

After

Share recording

If you recorded the session, it might be of great value, especially for those who did not attend

Meeting notes

If possible, use the shared space from the meeting/ws

Be extra clear and remind participants often about where to focus

Use video when available.

Set a clear protocol for how participants can speak

Have a backup means of communication, e.g phone or chat

In larger meetings, create opportunities for smaller groups to work together

People should mute when they're not talking.

Communicate what's going on outside the meeting. eg letting people know when you're stepping away from the keyboard (AFK)

Participate from a quiet location with few distractions

Use visual cues, hand-signals or cards for participants to participate without speaking

Agenda is always visible

Set up a side communication channel for all facilitators

Co-facilitators are key to successful large remote meetings.