

Angela Prentner-Smith Facilitating Online Sessions

Bring you whole self – show your face

Q & A – we'll start with this now

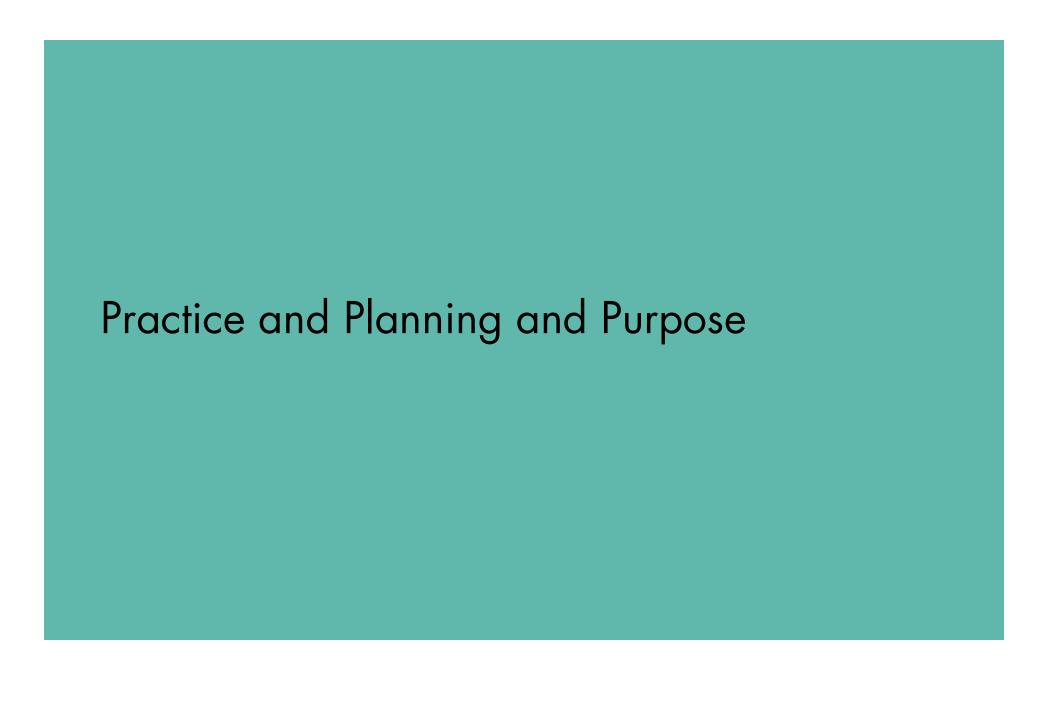
It's different, but its not worse

#### Benefits

- 1. Less Group Think
- 2. Less interruption more focus
- 3. Forces you to really think about the purpose
  - 4. Minimal type-up afterwards
    - 5. Take less time

#### Drawbacks

- 1. Less energy in the room
  - 2. Distraction
- 3. People don't speak up you have to facilitate the conversations



# Planning

#### Be clear about:

- What the session objectives are
- What tools you need
- Timing know your times, be prepared to be flexible but remember the 20 minutes rule
- Who do you really need?

# What kind of meeting is this?

What needs to be achieved?

# 121, Small Group, Large Group

Set the right tasks, activities and discussions

# Know your tools

#### For Facilitation

- Zoom
- Funretro
- Mural
- Google Drawing
- Sli.do

BUT.... You may be limited by your organisation's licensing, firewalls, policies etc.

**Favourite Tools** 

#### Practice

- Your tools
- Your attendees' technical limitation
- Give your attendees time to trial any software
  - Your tasks and techniques

Avoid Death by Powerpoint

Remember the 20 Minute Rule

Know You Role – You are the Facilitator

Involve everyone – create tasks, conversations and activities

#### **Activities**

- Give people activities to take away and come back to the larger group
  - Not everything needs done together use team time to synthesise everyone's thoughts

Facilitate – Don't Present

# Retros, Planning, Board Meetings

#### Standard Meetings

- Have an agenda
- Give everyone a time to talk
- Use a tool to guide you through discussion points
- Have a rhythm
- Be prepared to change

# Regardless of the type of meeting – Prepare your attendees

- Let them know what tools they need
- Let them know what you need them to do or bring

# Arrival is important

- Allow for joining time
- Set your ground rules
- Ask for recording permission
- · Start with allowing people to ask questions about the session
  - Hit record!

### Ground rules

- Show your face
- No multitasking

# Timing is everything

- Smaller chunks of time
- Arrange longer breaks
- Change activity every 20 minutes

Post –session

# Online is much better for this

- Record
- Transcribe
- Use tools that collect the information

**Benefits** 

Thank you everyone – please keep in touch if you have any questions