



This is Milk

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

Practice and Planning and Purpose

Planning

A teal-colored decorative shape that is a right-angled triangle pointing to the right, with its hypotenuse on the left side. It is positioned in the upper right quadrant of the slide.

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 Your 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

Standard Meetings

Retros, Planning, Board 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