

# Facilitation Skills for Successful Remote Meetings

December 4, 2020

9:00–11:30am and 1:30–4:00am

## Morning (9:00-11:30am)

9:00am Welcome, Introductions, Course Objectives, Ground Rules, Logistics

Facilitator Mindset

Developing an Agenda

### Break

Hybrid Meetings (mix of participants in-person and online)

Building Optimal Participation

### Break

Managing the Flow of Discussion

Decision-making in Meetings: Techniques

11:30am **Lunch/ Afternoon Break**

## Afternoon (1:30-4:00pm)

1:30pm Small Group Practice Sessions with coaches

Full Group: Debrief practice + next steps for skill development

Workshop evaluation

4:00pm **Adjourn**