



Facilitation tools for on-line meetings/courses

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We share what we have learned from mistakes and your questions

DESPERATE WOMAN



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**Online meetings are
DIFFERENT
from on-site meetings**



DIFFERENCES BETWEEN ON-LINE AND ON-SITE MEETINGS

☑ Context/setting

☑ There is no physical presence and non-verbal communication

☑ Communication passes through pixels

☑ Digital Meetings/Courses cause more stress and a different stress to which we are not used

☑ It is easier to get distracted

☑ Sense of security, anonymity, freedom

**We need to take care
of the various moments**

Before
the meeting

During
the meeting

After
the meeting

→→→ Before the meeting

- ◎ **Send all the information and documents on time**
- ◎ **Organize a technical test with the participants / speakers to reassure them, explaining what they need to do**
- ◎ **Send the agenda with clear themes and times**
- ◎ **Prepare everything you need in advance on your computer**

→→→ Before the meeting

◎ AGENDA

Include multimedia tools to facilitate attention

Experience platforms for greater interaction: chats, digital boards (Google Jamboard), integration with social networks

If you have a power point: little text in each slide

Expect one person who facilitates and one who technically manages the meeting

→→→ Before the meeting

⦿ AGENDA FOR THE COURSE OR FOR THE FORMATION SEMINAR

Establish a rituality for each meeting: it is reassuring

Group work with a moderator or clear objectives

At the beginning, explain the meeting program, objectives and material

Ask for confirmations and seek interaction by asking specific questions

→→→During the meeting/course

◎ Not too formal but always respectful

◎ Always ask for permission to record or take photos

◎ Ensure short breaks

◎ Adapt content to the online space

◎ Take care of tone, pace, gestures

→→→ During the meeting/course

- ⦿ **Warn people to consider that they are online**
(sometimes we think that being online makes us free to do what we want)
- ⦿ **Manage the chat with moderation**
- ⦿ **If there are people who do not speak the language of the meeting well**
- ⦿ **If there are interpreters: speakers, materials**
- ⦿ **Invite to do neck movements**

Put yourself in the shoes of the participants



→→→ After the meeting/course

- ⦿ **Do not lose contact with people**
- ⦿ **Send the registration, minutes, material**
- ⦿ **Make a brief online assessment: during the meeting or immediately afterwards**
- ⦿ **Over time you get used to being online**

TIPS

- ❑ Do not schedule too many online meetings on the same day
- ❑ If you are attending a meeting, mute cell phone and notifications, close your computer windows
- ❑ Find a specific place to hold these meetings

TIPS

- ☒ Find strategies for overcoming digital fatigue:
a personal program
- ☒ If we participate at an online course it is good
to be disciplined
- ☒ Identify strategies to memorize concepts

A man in a dark suit and tie is depicted with multiple arms, multitasking in a city setting. He holds a pen, a mobile phone to his ear, a tablet, a laptop, and a notepad. The background shows a blurred cityscape with tall buildings.

Thank you!!