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| Session Title | Facilitating Communication as We Lead |
| Day | Wednesday, May 26, 2021 |
| Time | 12:15 – 1:00 (CST)/ 1:15 – 2:00 (EST) |
| Location | <https://uaex.zoom.us/j/93427949385?pwd=UENLdjFHK0ZCWGpCK3pGVGYyS1VTZz09>  (Zoom webinar) |
| Facilitators | Kristi Farner |
| Production Manager | Rita Watson |
| # of Participants | Estimate 30 – 80 |
| Mentimeter link |  |
| Spotify Playlist | <https://open.spotify.com/playlist/3RxztsazTnYlsjr4pQScfU?si=1368a565f73b4875> |
| Breakout Rooms | None  Example of potential options: Random, Assigned, Participants Pick  How many people in each breakout room or how many breakout rooms  Breakout room host or not |
| Additional Resources | <https://www.fanning.uga.edu/services/facilitation-and-facilitation-training/>  PDF Handouts:   * Virtual Meeting Icebreakers * Tips-for-Successful-Virtual-Facilitation * Virtual Facilitation Resources Handout * Digital\_Tools\_and\_Resources\_for\_Online\_Engagement |
| Objectives | * Identify different purposes for being in front of a group/leading/facilitating (expert sharing info with another group, convening a group of people around a topic, or running a meeting in their own office/organization). * Explore different facilitation methods to communicate best with your participants (online or in-person) * Determine techniques to meet participant needs. |

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| Time | Activity | Description | Screen Share | Production Manager Copy & Paste into Chat | Production Manager Instructions |
| 11:30 (eastern)/  12:30 (centeral) | Team Check-in | Facilitation team logs in and has a quick check-in to make sure all technology is working. |  |  | Manage Waiting room |
| 5-10 minutes before session starts | Welcome | (Julie or Rita)  As participants join, welcome them to the session. Encourage them to participate in the ice breaker PowerPoint slide using Annotate to put a stamp on the continuum and change their name  [Rita will play music in the background] |  |  | Make sure annotate is available (if not we can skip this activity) |
| 12:15/1:15  (5 min) | Welcome, Introductions, & Overview | (Julie)  Officially welcome participants to the training. Intro Kristi.  (Kristi)  Explain how this was intentionally designed as a training.  The main focus will be sharing way to explore different facilitation methods to communicate best with your participants (online or in-person)  Julie to keep me accountable for touch on both online and in-person situations. |  |  |  |
| 12:20/1:20  (5 min) | Getting a pulse | (Kristi)  Ice Breaker – Word Cloud  There are many reasons why you may need to get up in front of a group that you may be leading, speaking, or facilitating a program (expert sharing info with another group, convening a group of people around a topic, or running a meeting in their own office/organization).  Designing your interaction with partipcants is an important place to start in designing your meeting.  Who are they?  **If online how technically savvy are they?** Do you need to provide prework/instructions before they attend your meeting? Is connectivity an issue? What type of advice will they be on?  **What type of group are they?** Intact, long term program, one and done?  What type of support do you have? Production manager? Solo?  **Meeting partipcants where they are at.**  We used annotate to gage how you felt as the session was getting started and then participated in a different experience to get at how you felt by created a word cloud  using Mentimeter.  I just have the free account but there is a lot more you can do with a paid account. Using the link provided in the chat and then type in the code to add your words to the word cloud. “How do you feel about leading a meeting?” |  | “I feel\_\_\_\_\_\_ if I have to leading a meeting.”  <https://www.menti.com/13onukmwx6> | Mentimeter link at top of facilitator notes |
| 12:30/1:30  (5 min) | Ice Breakers and Energizers | (Kristi)  What is the point of ice breakers and energizers?  What is the difference.  Examples of purpose of meeting connecting to ice breakers.  Give example of movement by asking a question and having them move to the left or right side of the screen.  Give example of scavenger hunt – find an item that is …. |  | Virtual Ice Breaker handout (attach) |  |
| 12:35/1:35  (5 min) | Expectations & Ground Rules | (Kristi)  Before we jump, there are a few expectations and ground rules we want to establish. In the chat share 1-2 expectations or ground rules you would like to propose for our session?  Allow time for participants to respond. Comment on themes, pulling out key expectations and ground rules. Facilitators can feed in additional ones we may want to see show up in the list.  Discuss a few expectations and ground rules they may want to establish in their own virtual trainings. Expectations may want to be around:   * Managing expectations of self as a facilitator * Managing expectations of participants * Managing zoom fatigue * Managing expectations of others not in the meeting   Specific ground rules they may want to establish: voice vs. comment in chat, using the reactions, using the raise hand or thumbs up, mute, camera on/off, multiday vs. one-time short facilitation, stand up when needed, adjust video screen to speaker view or not, etc. |  |  |  |
| 12:40/1:40  (10 min) | Connecting to Partipcants | (Kristi)  Create an environment in person on online  Personality types  Generations  Race/Ethnicity  Gender  Learning Style  Example of Master Gardner Strategic planning  Inclusive dance (invited, dance floor, music choice)  Examples, Pictures, Names (rename in zoom) |  |  |  |
| 12:50/11:50  (5 min) | Resources, Roles, & Best Practices | Share the resource handouts using the file share in chat. Be sure to point out to participants that they can download and save the document. |  | Tips-for-Successful-Virtual-Facilitation  (attach)  Virtual Facilitation Resources Handout (attach)  Digital\_Tools\_and\_Resources\_for\_Online\_Engagement (attach) | Attach PDF Additional Resources (3 handouts). Post each as a separate chat with the title first and then the link so it is easier to read in the chat. |
| 12:50/1:50  (10 min) | Q&A |  |  |  |  |
| 1:00/2:00 | Thank you | Thank you for joining! |  |  | Close meeting. |