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Welcome back. Well, the facilitation of remote teams has been around since the Advent of remote team technology. COVID-19 increased the need for the skill of facilitator remote groups by 10X. In today's lesson, I will share the best practices, tools, and techniques I have developed through facilitating teams in online environments. First, start with simple housekeeping. Ask participants to mute their mics when they're not speaking. This simple reminder can help eliminate unnecessary irritation during your meeting. Even though you can use mute all function initially, it becomes less helpful during the actual conversation. Ask everyone to turn their video on if technology permits. It's much easier to communicate via video because we can see facial expression and reactions. Ask participants not to multitask. In other words, not to be on their phones. Allow for short, five minute breaks for every hour you hold the session. Besides our short attention spans, computer screens and sitting increases overall fatigue. Short breaks are an excellent way to get up, stretch, and come back re-energized. You could facilitate a conversation around the team working agreement or framework for a specific meeting or a workshop. Still, in the spirit of saving time, I sometimes set the foundational of framework for the team myself at the beginning of a workshop or a meeting. When hosting multi-day workshops, limit total session time to six hours, plus an hour for lunch. In my experience, leading hundreds of online seminars and workshops, It's almost impossible to keep the team engaged through the last hour of the day. Knowing that short-term memory and attention deteriorate in the last hour significantly, I prefer to wrap up the date earlier than later and start fresh the next morning. You can incorporate physical activity. I like to begin every meeting by asking everyone to get up from their chairs and jump for a minute as they finish the workshop introduction and right before I dive into the material. On average, 99 percent of participants go along and have fun. I also sometimes play if I'm energizing soundtrack during that minute. Incorporate different types of activities and content. Keep it fun. This is the part that I enjoy the most, because it's challenging to keep people engaged in the remote environment. Instead of planning for working adults, plan for kids. Ask yourself, if I had to keep a group of kids engaged for six hours, what would I do? What would kids enjoy? When planning your multi-day workshop, and if you have a budget for it, you can send workshop kits to each participant. Consider including colorful index cards, markers, reaction card stock signs, and the few fond props as a basic kit. Determine the collaboration platform and ask participants to familiarize themselves with it ahead of time. I personally like Miro. It's a collaboration platform that mimics whiteboard and sticky notes, and most closely resembles life workshop tools. Be prepared to give a quick overview of the platform during the first hour of the meeting or a workshop session. By adopting these simple tools and practices, you will be able to create the higher-quality of engagement, collaboration, and facilitate better retention of information with your teams. In the next lesson, I will share my favorite facilitation tools for live in-person meetings and events. I'll see you there.