



Remote Meeting Facilitator



Trainer-led online

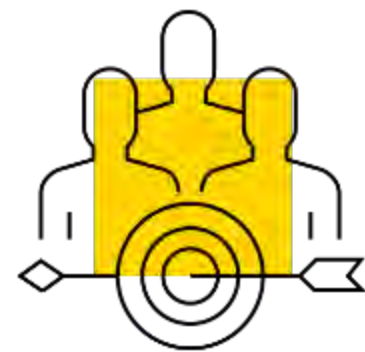


1H preparation
3 x 3H30 online
2H autonomously



POSITIVE GROWTH BY HUMAN

Remote work requires the development of new skills in the field of meeting facilitation & tools. It is about creating the conditions upstream and during to embark employees. The meeting facilitator is a key role in supporting and transforming organizations. It brings efficiency and pleasure to collaborators centered meetings.



Audience

Anyone who wants to experience remote meetings to gain efficiency and enjoyment with digital tools.

For a new permanent or temporary team or to improve an existing team that wishes to become more efficient in the way it works virtually.



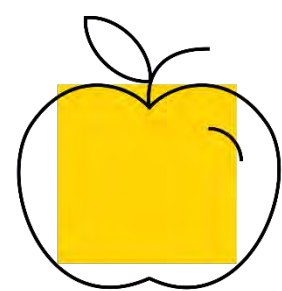
Objective

- Understand how a virtual team works, its challenges in order to Streamline remote work with simple digital tools (synchronous, asynchronous), complementary roles, a shared protocol.
- Define the need of the meeting manager and design such remote workshop-meeting meeting such need.
- Experiment with the combination of zoom and mural and the other main visual & communication tools as Miro, Padlet, Genially, Google slides, Jamboard, Trello...
- Practice
- Welcome feedback to identify what to improve

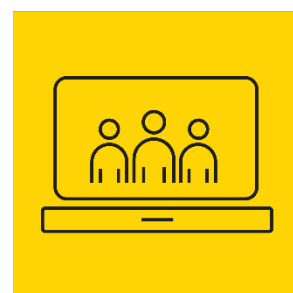


Required level

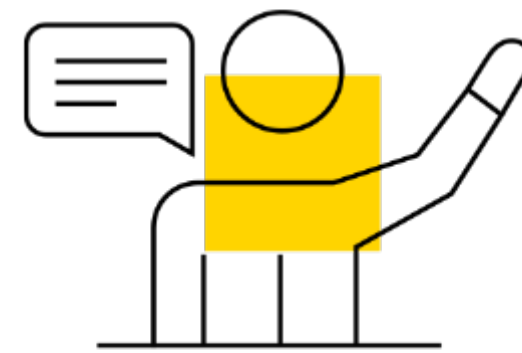
No prerequisites, except to be enthusiastic about working better together virtually as a team. This workshop is intended for those new to remote facilitation with an experience in managing meetings.



Learning type



Trained-led online. A succession of theory (10%), practice and debriefs.



Trainers

We are practioners. We share the same mindset, method and tools. You can discover us on the website. Here are a few of us:



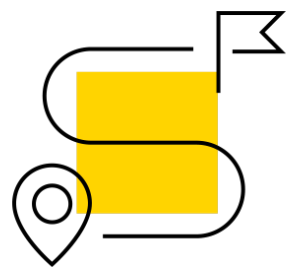
Remi Edart
human being



Virginie Vivier
Sprint facilitator



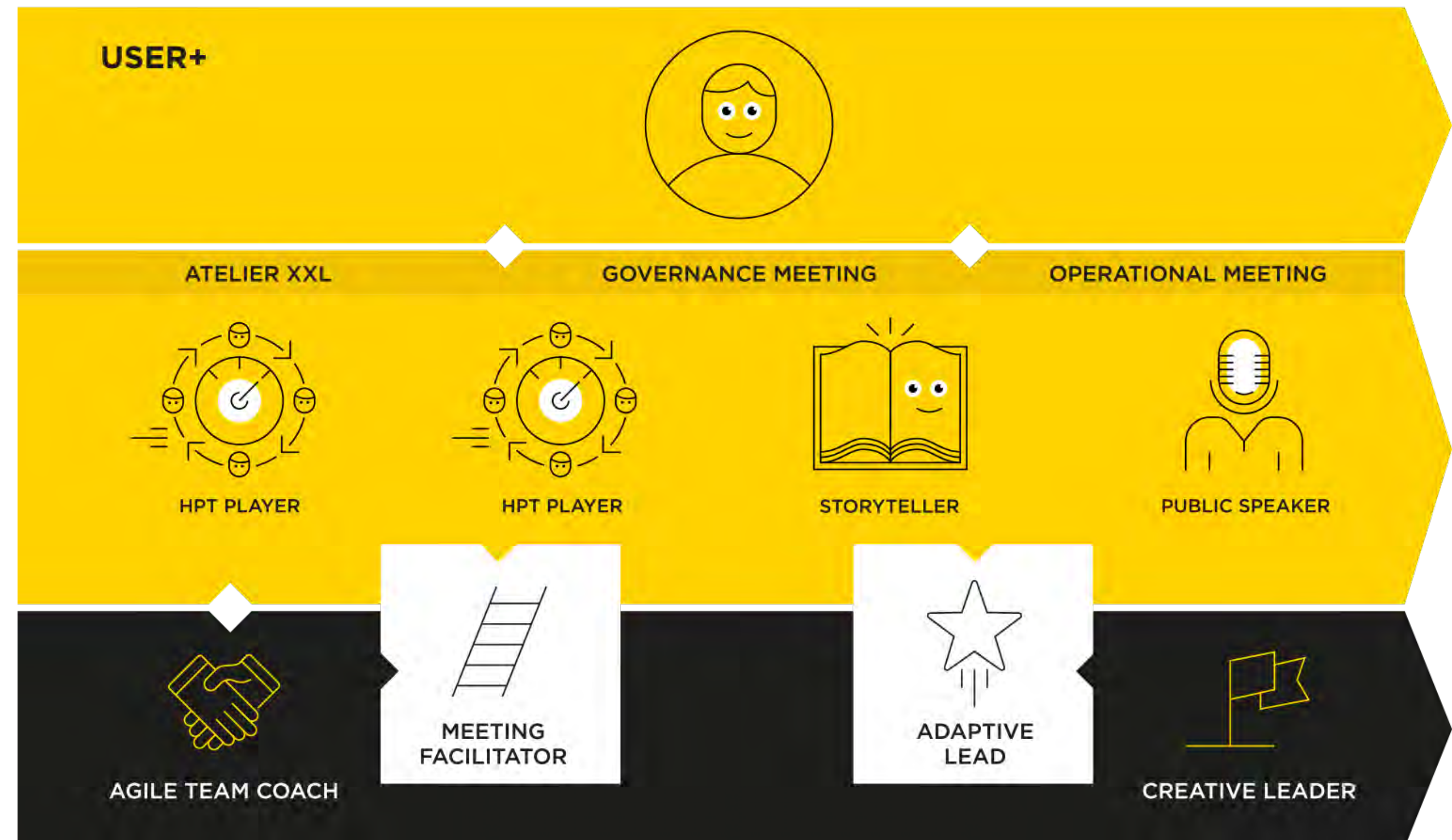
Mélanie Ouardirhi
Sprint facilitator

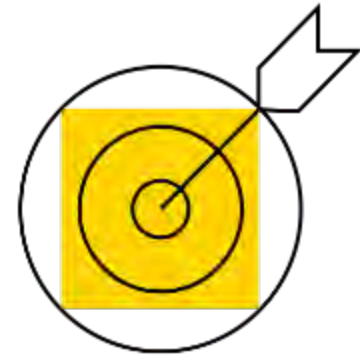


The journey

Remote work requires the development of new skills in the field of meeting facilitation & digital tools. It is about creating the conditions upstream and during to embark employees. The meeting facilitator is a key role in supporting and transforming organizations. It brings efficiency and pleasure to the workshop-meetings.

D + SUSTAINING TEAM





Benefits

Leadership

- Onboard teams with dynamic and energizing meetings.
- Respond to the needs of the organization and, in particular, to the sponsor.
- Be confident to design and facilitate your first remote meetings.

Operations

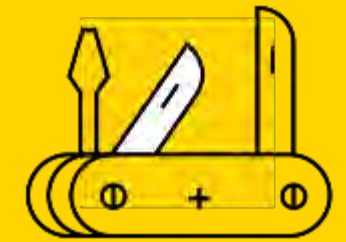
- Use Zoom, mural and many other digital tools
- Know the existing tools and be able to choose the most suitable.
- Secure meetings while minimizing risks.

Tools

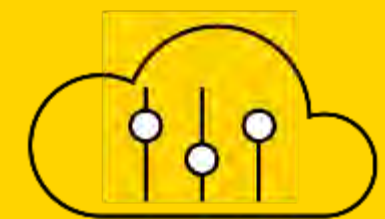
- Our Zoom Manual in English including recommendations for zoom settings.
- 6 meeting types with roadbooks & their associated canvases
- A remote meeting preparation template.
- A booklet of remote warmups.
- Role maps.
- A list of digital tools.
- Tutorial to quickly start with Mural for your own clients



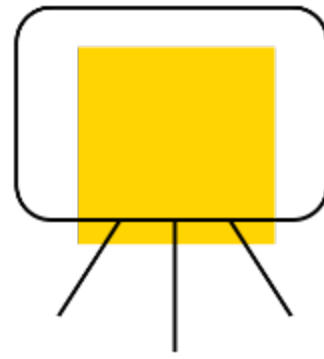
Active listening



Multidisciplinary



Adaptive & emergent
thinking



What you learn

Our workshops are designed to maximize the most useful learnings with our most experienced trainers. Before the workshop, you will get a video with our 20 advices for a theoretical learning (1H preparation). We develop meeting types and tools that you can easily replicate and use after the workshop.

Module 1 – 3h30

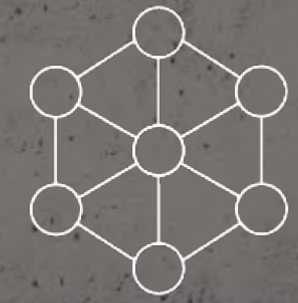
Learn how to design your workshop-meeting

You participate in a videoconference of 3h30 to experience the prepared and facilitated virtual meeting. After a short introduction, you use simple tools to do a number of tasks that allow you to reflect on your current practice. You become aware of the challenges of such a way of working: communication and trust. You discover tools like the "meeting canvas" to prepare your meeting and typical meetings. And it starts with the brief with the meeting manager (or yourself) to define what needs to be achieved.

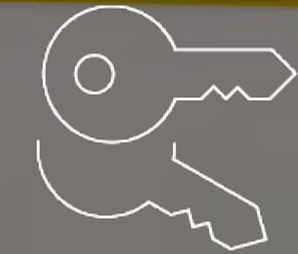
Module 2 – 3h30

Grow your digital fluency by practicing tools

You will discover multiple tools and, in particular, Zoom, mural, Miro, Padlet, Genially, Google slides, Jamboard, Trello ... You will learn how to use them optimally with use cases. You begin to prepare for your own meeting.



New peers



New competencies



Tools

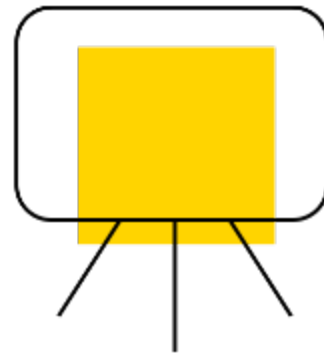


Documentation



Certificate

What you get



What you learn

Module 3 – autonomously

Prepare your workshop-meeting

Between module 2 and 4, you prepare your sequence and your collaborative tools in 2 hours. You are invited to test with a peer before Module 4.

Module 4 – 3h30

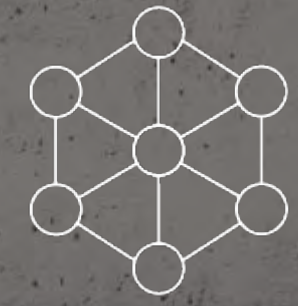
Test your workshop-meeting with your peers

You take turns facilitating your sequence and getting feedback from your peers. You gain confidence. We then encourage participants to practice among themselves, a community of peers.

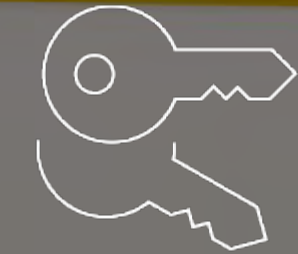
Follow-up

Certification & next steps of your journey

Successful practice assessments and an online test (1H) will allow you to be certified with a digital certificate, which can be integrated into your LinkedIn profile, attesting to your new skills. The next step could be to become a Liberating Structures Facilitator to learn collective intelligence tools or a Sprint Facilitator to facilitate workshops of any size with challenges of innovation or transformation.



New peers



New competencies



Tools



Documentation



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What you get

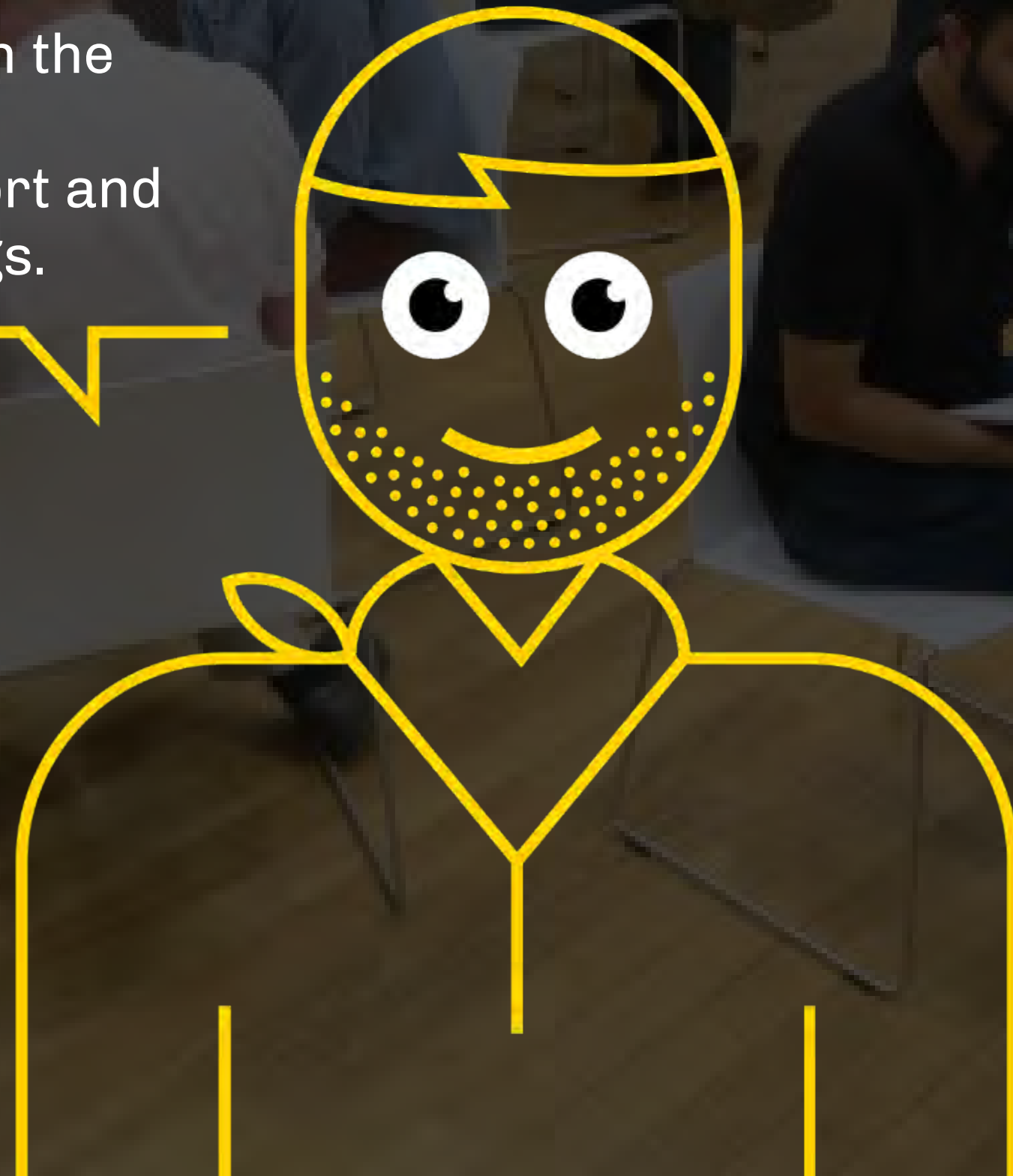
The learners' experience



POSITIVE GROWTH BY HUMAN

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As a sponsor, I have seen the professionalization of employees in their support and facilitation of my meetings.



As an internal facilitator, I feel much more equipped and confident to prepare and facilitate any type of workshop-meeting to meet the sponsor's needs.

