

How to Facilitate Hybrid Meetings

A Workshop
for Modern
Leaders



Topics and Takeaways Include:

- Defining hybrid events: when and how to hold them
- Setting audience expectations in advance to set the stage for involvement
- Capturing dual-audience attention from the start of a hybrid event
- Using webcams with comfort and ease
- Creating a sense of shared experience despite location differences
- Manage robust virtual discussions, including using effective questioning and dialogue techniques
- Tips for taking notes and action items using AI-assisted technology
- Preparing in advance to mitigate technical issues, and respond appropriately when they occur

Description

Facilitating Hybrid Events is a 90-minute interactive training program that enables and encourages collaboration in mixed-audience style events. It focuses on how to engage both in-person and remote audiences at the same time.

Program attendees will learn how to facilitate meetings and present content while engaging both in-person and remote audience in dialogue. Attendees will also learn practical tips such as using webcams, maximizing collaboration, and minimizing technical difficulties. Attendees will leave this session with templates and checklists to make their next hybrid event a success.

Each hands-on workshop has up to 15 participants connected individually from their own device. Live attendance is required, and participants receive an electronic reference guide with tools and templates.