

Checklist: The Extra-Prepared Hybrid Facilitator

Hybrid Event Details

- I have scheduled an in-person classroom for co-located participants.
- I have scheduled the classroom reservation to start at least 30 minutes prior to the class start time, to allot for tech testing and setup
- I have scheduled the classroom reservation to start at least 60 minutes prior to the class start time, to allot for tech testing and extra setup
- I have scheduled a virtual classroom connection to bridge the gap between onsite and offsite attendees
- I have all connection links for the virtual classroom, including host, presenter, and participant links (if they are different).
- I have all event passcodes, including host, presenter, and participant codes (if they are different).
- If using a telephone conference device (such as an in-room audio system), I have all teleconference details, including moderator and participant codes.

Subtotal _____

Hybrid Classroom Device Setup

- I have a reliable computer or laptop that I can use when facilitating hybrid classes.
- I have a second reliable computer, laptop, or mobile device that I can use as a “sidekick” (backup) when facilitating hybrid classes.

- All software, drivers, and plug-ins necessary to connect to the virtual classroom are fully installed and updated on all my primary and backup computers.
- All my devices, backup devices, and tech accessories are powered on and ready to go prior to the start of my hybrid class.
- All my devices, backup devices, and tech accessories are fully charged and can run from battery power if needed.

Subtotal _____

Hybrid Classroom Technology

- I know the full extent of the capabilities that my hybrid classroom technology has.
- When connected as the host, I know what every button and every menu command does.
- When connected as a participant, I know what every button and every menu command does.
- I am aware of all unique features of my hybrid classroom technology (e.g., how to establish audio connections without echo, how to enable webcams, how to use breakouts, etc.).
- I know how to share screens, documents, and other files using the hybrid classroom technology and/or virtual classroom software.
- I have tested every feature and activity that we will be using in the hybrid class.

Subtotal _____

If the Facilitator Is Remote

- I have a reliable computer or laptop that I can use to facilitate the hybrid class.
- I have a second reliable laptop or mobile device that I can use as a backup to facilitate hybrid classes.
- I have a solid high-speed internet connection in the location where I will be facilitating the hybrid class.
- I have a backup internet connection in the location where I will be facilitating the hybrid class.

- I have established a way to reach participants in case of internet connectivity issues.
- I have selected an in-room moderator who will assist throughout the program.
- I will use an external microphone or quality headset to ensure a clear audio connection.
- I have a backup audio connection that can be used if needed (e.g., my main connection is VoIP and my backup connection is a mobile phone).
- My primary headset is fully charged prior to the start of the event.
- My backup audio devices are all fully charged prior to the start of the event.

Subtotal _____

Facilitator and Participant Technology Support

- I have an assigned producer who will assist with all technology needs during the hybrid class.
- I have a backup producer who could fill in for the producer if needed.
- I have another facilitator who could fill in for me at the last minute if needed.
- I have a technology specialist available to assist remote participants behind the scenes.
- I have arranged for another technical support person who knows how to use the hybrid technology to be on call in case of tech difficulties.

Subtotal _____

Audio/Video/Technology

- The hybrid classroom has capability for quality audio connections during the event. All co-located participants will be clearly heard.
- Remote participants have instructions and support to have clearly heard audio
- The hybrid classroom has a camera setup where all participants can be easily seen.
- Remote participants have instruction and support to use webcams during the hybrid learning experience

- Audio and video guidelines have been (or will be) established by the beginning of the hybrid class (i.e. when to use mute, when to be on camera, etc.)
- All participants, regardless of location, will connect to the virtual classroom platform using a device so they have equal access to the tools

Subtotal _____

Activities and Materials

- All planned activities (polls, whiteboards, breakouts, etc.) have been tested and are ready to use during the hybrid class
- The facilitator has a copy of every document associated with the hybrid event (e.g., facilitator guide, participant materials, etc.).
- Participants have (or will have easy access to) a copy of all participant materials associated with the hybrid event (e.g., job aids, activity instructions, etc.).

Subtotal _____

Participants and Learning Transfer

- I know the participants' names and job roles prior to the hybrid class.
- I know the length of time participants have been with their organization.
- I know the participants' biggest challenges related to the training topic.
- I know how participants need to apply the learning back on the job
- I have anticipated the questions that participants will have related to the training topic.
- I have verified that participants have completed all prerequisites or pre-session assignments for the training topic.
- I know whether participants have talked with their direct supervisor about the application of the learning.
- I know the business/organizational results expected by stakeholders as a result of this hybrid learning experience.

Subtotal _____

Grand Total: _____

Scoring Key

- 50** Perfect Score! Enter your name on the Extra-Prepared Hybrid Facilitator All-Star List!
- 45-49** Excellent! Consider helping other facilitators learn from your preparation efforts.
- 35-44** Congratulations! You are prepared to deliver hybrid learning experiences.
- 25-34** You may be prepared but have room for improvement. Select a few areas where you can extend your preparation.
- 15-24** You are on the verge of preparation. Identify at least five items you can add to your hybrid delivery preparation.
- 0-14** Go through the recommendations in this chapter, and ask an experienced hybrid facilitator for assistance in getting started.

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