

Advanced Meeting Design & Facilitation Skills



Presented by Kathleen Oweegon – Bridges of Peace

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You are invited to participate!

This is a highly interactive presentation, so please feel free to:

- ✓ Ask questions – raise your virtual hand, or type into the chat box
- ✓ Share your own wisdom/tools
- ✓ Share your experiences & challenges
- ✓ Ask for clarification on how apply tools to your situation(s)



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Poll

Poll:
In what format are meetings you chair/facilitate taking place?



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How Best To Plan & Prepare For a Meeting

Creating Your Meeting Agenda

Consider:

- ✓ Goal/objectives for this meeting
- ✓ In what order topics should be covered so that each leads into the other to accomplish the goal
- ✓ What decisions must be made

Pre-plan:

- ✓ What engagement strategies can you use to accomplish your goal/objectives
- ✓ How can you use a variety of engagement strategies to get the work done more efficiently?
- ✓ What methods the group will use to make decisions

The form includes the following sections:

- Name of Organization:** _____
- Date of Meeting:** _____
- Location:** _____
- Agenda:** A table with columns: What, When, How, Actions/Decisions, Who.
- Meeting Guidelines:**
 - We will start and end on time
 - Observe the time limits for each topic
 - Only one intervention at a time
 - Please participate fully
 - Use the chat box & raised hand tool to enhance your participation
 - Do meeting work only
 - Follow the group guidelines if you are going to be late or need to leave the meeting early

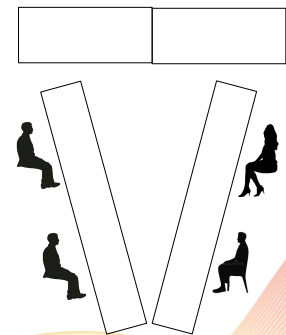
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How Best To Plan & Prepare For a Hybrid Meeting

- ✓ Choose the platform to best accomplish the goal of your meeting (Webex, Zoom, etc.)
- ✓ Arrange for a co-chair/co-host to work with the virtual group to facilitate virtual engagement tools that mirror the in-person engagement tools
- ✓ Arrange the in-person meeting room so that all in-person participants are seated facing a large screen showing the virtual participants – have webcam to show them on Zoom
 - Multiple screens allow for simultaneous viewing of virtual participants and screen-shared information
- ✓ Provide in-person participants with “flashcards” showing the same emojis & symbols virtual participants have



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How Best To Plan & Prepare For a Hybrid Meeting *(continued)*

- ✓ Plan frequent engagement & participation opportunities in advance
- ✓ Have your “co-chair/co-host” (*co-chair online; chair in-person*)
 - watch the participant & chat boxes
 - get people into breakout rooms
 - handle behind-the-scene needs, such as tech support or missing handouts, etc.
 - add the in-person participants’ input in annotation slides, whiteboard or shared docs
 - share screen to show online group’s work, as needed
- ✓ Create shared documents, such as Google docs, to be worked on in meeting
- ✓ Create a “parking lot” to use for tangential topics
- ✓ Plan how you will capture/record information & decisions

What are your planning & preparation best practices for meetings?

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Appreciative Inquiry *(continued)*

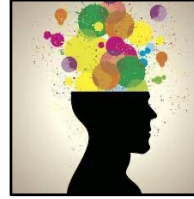
The “4-D Cycle”

The “4-D Cycle is the process that “drives” the power of Appreciative Inquiry: Discovery, Dream, Design and Destiny (or Delivery)



Discovery

Appreciating the best of what is



Dream

Envisioning what might be



Design

Determining what should be.



Delivery

Mobilizing for action

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Nominal Group Technique

Nominal Group Technique:

Enables the group to decide priorities in a way that offers a visual aid to assess the group’s opinion on the level of priority on any given topic. Here’s how it works:



1. Make sure ideas are clear & concise & without duplicate ideas (which should be combined)
2. Assign each item a letter – A, B, C, etc.
3. Give each person the same number of sticky dots – usually the number of items you want as an outcome [Ex: top 3 goals = 3 dots],
4. Have them write the letter of the items they most prefer on a dot - 1 letter per dot; 1 dot per item.

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Nominal Group Technique *(continued)*

A D
B

4. Let them post their dots only after everybody has completed theirs, which helps them to stay true to their own preferences, rather than following others' preferences.

C D

5. Once all dots are posted, add up all the dots for each letter and identify which items have the most interest.

A B

6. Items that have the least # of dots might be incorporated into another idea, saved for future use, or you can simply ask the group what they would like to do with those items.

D B

7. **Tip for virtual meetings:** You can use a poll to accomplish the same thing.

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Exercise ~ Nominal Group Technique

Your team has been envisioning what they would like to accomplish in the next 6 months and have arrived at six goals. Not all of these goals can be accomplished in that timeframe, so they need to be prioritized. After much discussion about what makes each of these goals important, the group must now decide.

Instructions:

1. In the upcoming poll, review the lettered list of goals.
2. Choose **only the two** that you think are most important and able to be accomplished in that timeframe.

Note:

- *If in person, use the flip-chart/dot method, as previously described.*
- *If hybrid, those in the room would use that method, while those attending virtually would use a poll. The results would then be combined to indicate the decision.*

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Wrapping it up



Questions?

Comments?

What ideas or tools would you like to share?

Type into the chat box your biggest takeaway from this class

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Resources

Appreciative Inquiry:

- Book: The Power of Appreciative Inquiry
- <https://positivechange.org/>
- http://rockymountainpositivechange.org/wp-content/uploads/RMCPC_IgnitingPostiveChange_FinalEdits_091020.pdf
- Nominal Group Technique:
- <https://study.com/academy/lesson/nominal-group-technique-definition-example.html>

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Feel free to contact me if I can be of further service:

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