

# Mastering Hybrid Meetings

Blending Remote and Onsite Teams



Leadership Strategies 

## Why it Works

In today's global workplace, it's unlikely that we will go back to 100% in-person meetings. Now that the "genie is out of the bottle" on the convenience and low-cost option of virtual attendance, we will also continue to have at least some participants joining remotely. But how do you make sure that all participants, both live and remote, stay engaged and feel like they are all in the same meeting?

This course examines the typical pitfalls that occur in hybrid meetings and explores four variations on the hybrid meeting. Throughout, participants will discover practical and imaginative tools including specific ground rules, engagement strategies, and participation tracking that will keep everyone actively involved.

## Learn How To

- Create ground rules that will help your hybrid meetings run smoothly.
- Prepare for each of the two types of meetings in the hybrid environment.
- Utilize the tools in your virtual platform to work in the hybrid environment.
- Best utilize a moderator and/or producer to ensure your meeting runs smoothly.
- Apply best practices for hybrid engagement.
- Address the major pitfalls that generally derail hybrid meetings.

## Ideal For

- **Managers / Executives / Supervisors / Consultants /**
- **Client Relationship Managers / Trainers /**
- **Sales Professionals / Project Managers /**
- **Facilitators**

## Who Need To

- Lead meetings that include remote and onsite participants
- Achieve the same, or nearly the same, level of interaction and connectivity as they would if everyone were in the same room.

## Duration

.5 Day

## Objectives

- Define the goal for hybrid meetings
- Distinguish between the two meeting types
- Utilize proven engagement techniques for keeping both in-person and remote attendees focused and on-track
- Describe key pitfalls to avoid in hybrid meetings and strategies for overcoming them
- Utilize best practices for preparing for different types of hybrid meetings

## Agenda

### A. Getting Started

- Session Objectives
- Our Definition
- The Problems and the Goal
- Session Agenda
- Ground Rules/Housekeeping

### B. Understanding Meeting Types

- The Two Types of Meetings
- Status Meetings vs. Working Meetings
- Hybrid Considerations by Meeting Type

### C. Preparing the Hybrid Meeting Environment

- Platform Tools in the Hybrid Meeting Context
- Preparing the Hybrid Meeting Environment
- Key Roles for Hybrid Sessions
- The Roll Call List

### D. Guiding Principles for Hybrid Engagement

### E. Hybrid Meeting Pitfalls and Strategies

- Poor Room Arrangement
- Audio
- Physical Miscues
- Losing the Remotes
- Not Thinking Through the Process

### F. Difficult Hybrid Arrangements

- Only a Few Participants are Remote
- Many Participants are Remote
- You are the Only Person Remote
- Some Participants are Audio Only
- Ground Rules/Housekeeping

### G. Action Planning and Close