

# It's not about the tool

Facilitating effective meetings over distance

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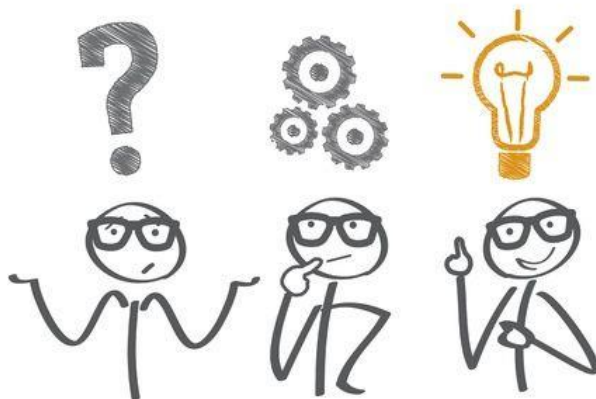
The facilitation arc



Skills required for virtual facilitators

Skill	Got it	Need it
Engaged listening		
Conscious communication		
Organizing ability		
Adjusting in the moment		
Curiosity		
Empathy		
Patience		
Understand the tech		

A **big** rule



Give people time to think



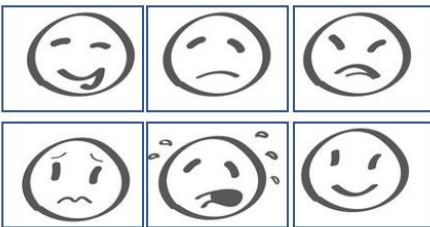


Another **big** rule



Give all voices a chance to be heard

**NOTES:**

Ways to help people feel comfortable	Ways to help people gather data
Ways to help people generate insights	Ways to help people make decisions

<b>When facilitating remotely</b>				
 <p>Use the buddy system (helps manage tech)</p>	 <p>Allow extra time (but don't go for too long)</p>	 <p>Cameras on if possible</p>	 <p><b>MUTE</b></p> <p>With great power comes great responsibility</p>	 <p>Use the simplest/fewest tools to enable collaboration</p>