

Meeting Facilitation Additional Resources

Resources

Meeting Facilitation Blog (Authenticity Consulting): <https://managementhelp.org/blogs/facilitation/>

- 6 Things You'll Hear in an Unprepared Meeting
<https://managementhelp.org/blogs/facilitation/2014/02/04/6-things-youll-hear-in-an-unprepared-meeting/>
- Checklist: 8 Tips for Transforming Virtual Meetings
<https://managementhelp.org/blogs/facilitation/2013/11/21/checklist-8-tips-for-transforming-virtual-meetings/>

Session Lab: Provides a wide variety of meeting workshop planning tools <https://www.sessionlab.com>

- Chat Waterfall <https://www.sessionlab.com/methods/chat-waterfall> (How to effectively use the chat box during a virtual meeting)

Avoiding Groupthink: https://www.mindtools.com/pages/article/newLDR_82.htm

8 simple steps to avoid groupthink in meetings: <https://highfive.com/blog/8-steps-to-avoid-groupthink>

How to Elevate Your Presence in a Virtual Meeting (Harvard Business Review)

<https://hbr.org/2020/04/how-to-elevate-your-presence-in-a-virtual-meeting>

Make Remote Meetings Inclusive and Accessible (Harvard Business Review)

<https://hbr.org/tip/2020/05/make-remote-meetings-inclusive-and-accessible>

Facilitation Tips and Interventions (provides good examples of dealing with disruptive individuals)

https://reefresilience.org/pdf/Facilitation_Tips_and_Interventions.pdf

Facilitating Meetings: A Short Guide (Seeds for Change)

<https://www.seedsforchange.org.uk/shortfacilitation>

Videos

Good facilitation technique for in person meetings (but apply to all meeting types)

Chairing a Meeting: <https://www.youtube.com/watch?v=oPhKhTIOLss>

Example of in-person meeting facilitation: <https://vimeo.com/190309734>

Good for a laugh... bad facilitation techniques

Every Meeting Ever: <https://www.youtube.com/watch?v=K7agjXFFQJU>

Conference Call in Real Life: https://www.youtube.com/watch?v=DYu_bGbZiiQ