

Virtual workshop tips and best practices



Build the capability for crisis resiliency by engaging your workforce—no matter their location

Whether virtual, onsite or in a hybrid environment, you can keep your employees productive, engaged and learning during times of crisis and change. One place to start is to set your team up for success while holding virtual workshops.

The keys to succeed

Technology

- Select your technology based on the nature of the task
- Remember to consider the level of interaction required and the proficiency of participants
- Keep collaboration as simple as possible
- Eliminate all extra bells and whistles
- Put coaching in place to help establish a foundation of knowledge and build trust

Preparation

- Ask people to sit in a quiet environment during workshops
- Create visibility across all participants using introductions, so they can get to know each other and their roles
- Set clear expectations and timelines
- Allow time for breaks to keep productivity high during times of work
- Decide what participants should do if an issue arises and who to contact for assistance

Facilitation

- Create a community before you meet and stay connected between meetings
- Capture decisions and action items throughout the meeting
- Monitor chat medium for questions, connectivity and opportunities to interact or collaborate
- Divide and conquer work where appropriate
- Gather feedback and prepare to pivot quickly

Remember, these new ways of working are a learning curve for everyone. By engaging and inspiring today's workforce together, your team can create a crisis-resilient community that is built on trust.

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