

Remote Facilitation



Advanced
4 sessions of 2.5 hours

Remote Facilitation

Did you know that....

Between 2016 and 2019, we invested more than half a million Euros in research and development regarding remote facilitation.

For this programme, we have been supported by :

- BPI Normandie
- Conseil Régional de Normandie
- Crédit Agricole de Normandie
- Agence de Développement de Normandie

What we have set up :

- We have modelled the behaviour and know-how of the facilitator operating remotely.
- We have designed the most elaborate distance facilitation training programme in Europe.
- We have presented the concept of remote facilitation to about 100 people and trained about 50 facilitators.
- In addition, we have developed a participatory online conference format.
- We are writing the first Francophone book on the subject of distance facilitation.

You are running :

- **Meetings, workshops, seminars, symposiums:** replacing a face-to-face event with a remote event, even with 200 people or more, is possible and with results and impact that will surprise you.

You are a :

- **Leader, manager, project manager:** knowing how to facilitate remote teams thanks to lively and efficient virtual meetings can be learned.

Collaborate effectively at a distance

We are proposing...



- How to transpose what we can experience during a face-to-face collaborative workshop into a remote workshop?
- Our approach:
To accompany you in understanding that distance can be an asset when the process and tools are adapted.
- Two objectives for this training:
 - Understanding how to facilitate in a time space different to that of a face-to-face workshop.
 - Adapting your practice to the requirements of remote working.

A pre-requisite:

having attended our training, Facilitation and the Role of Facilitator or if you have some experience as facilitator.

In this training

We are proposing...



4 sessions for 4 subjects, of 2.5 hours:

- Room
- Process
- Relationship
- Time

to gradually experiment and integrate the characteristics of remote facilitation.

By practising!

... in the Google and Zoom environment.

In this training

We are proposing...

Experimentation

01 - ROOM

Understanding what we can do remotely
Sitting comfortably to ensure good participation and support (workstation logistics)

Inspiration

02 - PROCESS

Structuring the meeting
Which tools for which results? (synchronous)
Produce remotely (synchronous)

Practice

03 - RELATIONSHIP

Creating and maintaining the participant relationship :
before / during / after the workshop
Inviting, putting into action, inspiring and managing the relationship from a distance

Theory and experimentation

04 - TIME

What is the role of distance in a series of sessions
Which tools for which results? (asynchronous)
Produce remotely (asynchronous)
Roles and responsibilities of facilitators and participants

Several participants will facilitate a short workshop during the sessions 2, 3 and 4.

At the end of each session, participants will have time to build their remote facilitator kit.

Session structure

Experimentation
01

Technical Welcome



Connection 15 min before start-up

Experimentation
02

Inclusion



Connection with each other and with the subject

Experimentation
03

Facilitation Workshop



Workshop related to the theme of the session

Theory
04

Content contribution



Key messages

Appropriation
05

**Your learning
Your tips and tricks**



Time to complete your kit

This training has been designed so that everyone, either as a participant or co-facilitator, can live different experiences and learn from them personally.

**75% experimentation
25% content**

Key information



Who?

Those having attended our training Facilitation and the Role of Facilitator or if you have some experience as a facilitator.

Where?

Remotely

Everyone connects with his or her computer, equipped with a webcam and a headset with a microphone.



Duration

4 x 2.5 hour sessions
14h00 to 16h30

Dates

Session 1: 14 September
Session 2: 21 September
Session 3: 2 October
Session 4: 9 October



Certification

For people following our Professional Facilitator Course, this module is mandatory in order to apply for the certification.



Price

For a group of 8-12 people (max.): price upon request

Price depends on your digital environment (number of tools you have and you want to use during the training : zoom, teams, miro, yellow, mural, etc.)

Contact



For information



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