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HQC is situated on Treaty 6 Territory and the Traditional Land of the Dakota, Lakota and Nakota, and is the Homeland of the Métis.

We pay respect to the treaties that were made on this land and acknowledge the harms and mistakes of the past. We are committed to move forward in partnership with Indigenous Nations in the spirit of reconciliation and collaboration.

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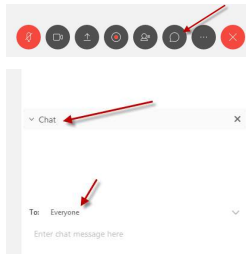
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### WEBEX TOOL: CHAT FUNCTION

**CHAT FUNCTIONS:**

- Share **questions, comments, and ideas**
- Click on the message bubble icon to access the chat
- Send to **All Participants**



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### ACCESS PAST QI POWER HOUR SESSIONS

Past QI Power Hour webinars (with download links)

<p><b>Working Family Series: The Basics (QI Power Hour Webinar)</b></p> <p>Mar 23, 2020 at 3:00 PM</p>  <p><b>THE BASICS</b></p> <p>How do you get started with Power Hour? How do you find the right people to connect with? How do you get started with Power Hour?</p> <p><a href="#">Download</a></p>	<p><b>Providing social inclusion through experience-based design in ChildHealth, Your Justice (QI Power Hour)</b></p> <p>Feb 27, 2020 at 2:00 PM</p>  <p><b>SOCIAL INCLUSION</b></p> <p>How do you provide social inclusion through experience-based design? How do you provide social inclusion through experience-based design?</p> <p><a href="#">Download</a></p>	<p><b>Research in Reconciliation (QI Power Hour)</b></p> <p>Jan 15, 2020 at 3:00 PM</p>  <p><b>RESEARCH IN RECONCILIATION</b></p> <p>How do you conduct research in reconciliation? How do you conduct research in reconciliation?</p> <p><a href="#">Download</a></p>
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[Visit our website to view past sessions!](#)

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### SPREAD OF QI POWER HOUR ACROSS SK

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### SPREAD OF QI POWER HOUR ACROSS CANADA

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### SPREAD OF QI POWER HOUR WORLDWIDE

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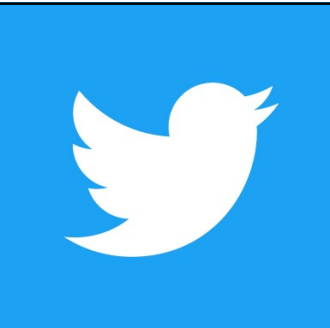
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**JOIN THE CONVERSATION!**

@QIPowerHour  
@HQCSask  
#QIPowerHour



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**Q Power Hour**

SESSION TITLE

With SPEAKER

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**A bit about us**



Caroline Beck



Chelsea Schwartz



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### Today's session

- What do we **know?**
- Key Considerations for **planning**
- Facilitation strategies for **engagement**
- Considerations for **online platforms**



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### Why are we here?



Physical Distancing





Share HQC's Experience



Create space for connection & shared learning

**"All teach, All learn"**



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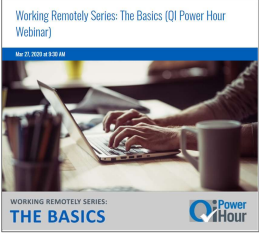

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### A few additional notes...



WORKING REMOTELY SERIES:  
**THE BASICS**



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**Discussion Question:** How often do you host online meetings?

- I've never hosted an online meeting.
- Occasionally.
- Very often.
- All the time!

*Add your answer in the Chat!*



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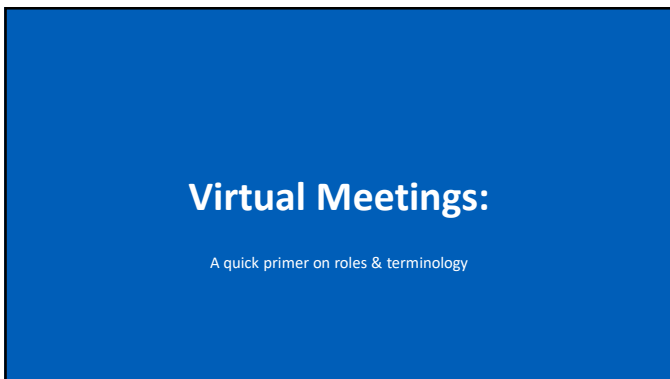
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### Host vs. Chair vs. Facilitator



<ul style="list-style-type: none"> <li>• Sends out the meeting Invite</li> <li>• Acts as the key contact for attendees</li> <li>• Monitors logistics &amp; attendance leading up to the meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Helps craft the agenda</li> <li>• Welcomes attendees</li> <li>• Focused on <b>content</b> of meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Keeper of the <b>process</b></li> <li>• Structures discussion to maximize <b>engagement</b></li> <li>• Works to ensure full participation</li> </ul>
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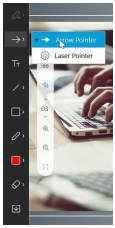
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### WEBEX TOOL: ANNOTATION FUNCTION


**ANNOTATION FUNCTION:**

- On the left hand side of screen, select the **Annotation feature**
- Select the **Arrow Pointer**



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Where do you usually see yourself on this spectrum?

### Host vs. Chair vs. Facilitator



<ul style="list-style-type: none"> <li>• Sends out the meeting Invite</li> <li>• Acts as the key contact for attendees</li> <li>• Monitors logistics &amp; attendance leading up to the meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Helps craft the agenda</li> <li>• Welcomes attendees</li> <li>• Focused on <b>content</b> of meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Keeper of the <b>process</b></li> <li>• Structures discussion to maximize <b>engagement</b></li> <li>• Works to ensure full participation</li> </ul>
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### Difference between Chair, Host, and Facilitator

Host	Chair	Facilitator
		Process – strategy for optimizing engagement



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## Virtual Meetings: Pros & Cons

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### The "Pros"

- Convenience
- Co-Creation
- Multiple ways to contribute, depending on how you prefer to engage
- Opportunities for relationship building



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Let's hear from you!

What else do you see as a benefit of meeting virtually?



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### The "Cons"

- Reduction in non-verbal information
- Relationship building can be more difficult
- Limited opportunity for one-on-one communication
- Managing participation
- Technological issues are not uncommon.



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Let's hear from you!

What else do you see as a challenge of meeting virtually?



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# Planning your Virtual Meeting

(Tip: 80% of the work happens before the session)

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### Key Aspects of the Plan:

- Identify the **purpose and objectives** of meeting
- Develop a **realistic agenda**
- Balance **information sharing** and **participant engagement**
- Determine what **virtual tools** you will use to achieve your meeting objectives



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### Clarity of Purpose



What do you hope to accomplish?



What will be different, as a result of coming together?



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**Objectives:**  
How coming together will result in a change and/or meaningful progress for the team



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**Objectives:**  
How coming together will result in a change and/or meaningful progress for the team



**Outputs:**  
What attendees will collectively produce or co-create



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**Objectives:**  
How coming together will result in a change and/or meaningful progress for the team



**Outputs:**  
What attendees will collectively produce or co-create



**Outcomes:**  
Changes experienced by those who attend



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### A Realistic Agenda

Do you have the time you need, in order to reach your objectives, outputs, and outcomes?

Consider:

- Is the group clear on why they are meeting?
- Do participants know each other and their respective roles?
- Does everyone know what the group is working toward?
- Do participants know how they'll contribute?



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### Balancing Roles

Tip: It's often helpful to have a dedicated facilitator, who holds the role of being the process guide, to navigate the discussion.



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### Ask yourself

...do you actually need a meeting?



somemecards user card



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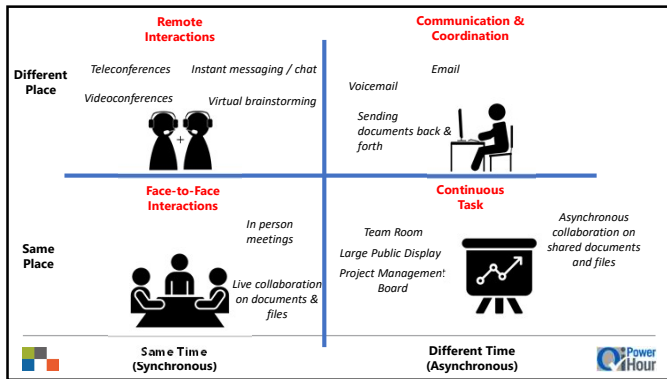
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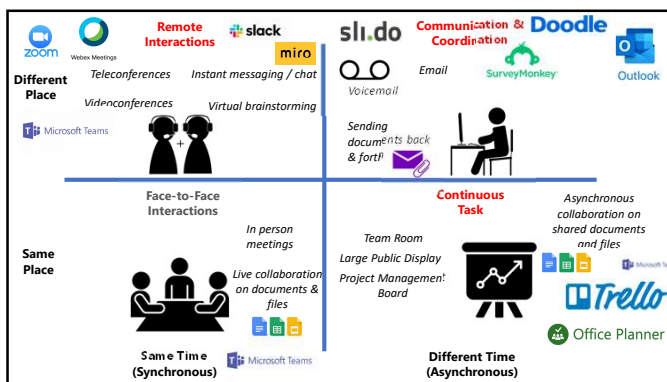
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Let's hear from you

What other tools or approaches do you use to collaborate virtually, as alternatives to meetings?

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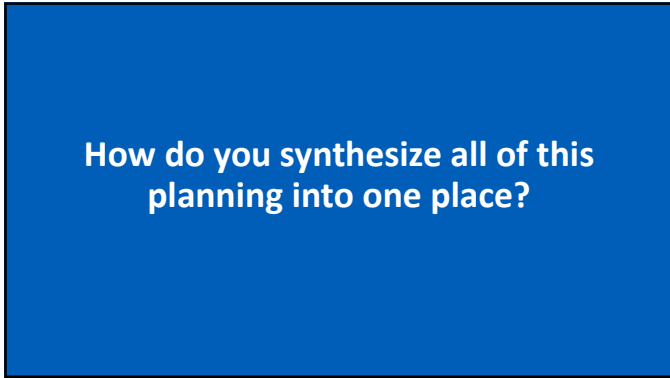
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Horizontal lines for notes

### Tool: Session Blueprint

**INSTRUCTIONS - SESSION BLUEPRINT TEMPLATE FOR PLANNING MEETINGS (1x17 paper)**


**Problem:** A session blueprint is used to help you plan your meeting. It helps you think about the purpose and goals of a meeting, the attendees, the meeting agenda, and how you will conduct the meeting. It also helps you think about the meeting space and the meeting materials you will need. The blueprint is developed by the group, not by the host. It is a tool to help you plan your meeting. It is not a checklist. It is a tool to help you think about the meeting and to make sure you have everything you need. It is a tool to help you think about the meeting and to make sure you have everything you need. It is a tool to help you think about the meeting and to make sure you have everything you need.

**Agenda:** (Event Details, Session Name, Date and Time)

Topic	Session	Attendees/Goals	Materials/Tools	Location	Facilitator/Co-facilitator	Facilitator/Co-facilitator	Facilitator/Co-facilitator	Facilitator/Co-facilitator
1. The purpose of the meeting is to...	The purpose of the meeting is to...	The purpose of the meeting is to...	The purpose of the meeting is to...	The purpose of the meeting is to...	The purpose of the meeting is to...	The purpose of the meeting is to...	The purpose of the meeting is to...	The purpose of the meeting is to...


**Instructions and Template available on HQC website!**

<https://hqc.sk.ca/news-events/events/working-remotely-series-hosting-online-meetings-or-power-hour>




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Horizontal lines for notes



**Let's hear from you!**

What else makes a virtual meeting successful?



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Horizontal lines for notes

# Facilitating your Virtual Meeting

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Virtual Facilitation =  
Basic Facilitation  
+  
Managing technology

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**Facilitation Basics:**

- Context setting
- Expectation management
- Provide space to hear all voices
- Time management
- Document the conversation



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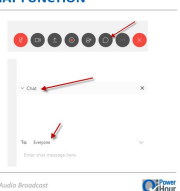
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### Managing Technology: Onboarding to Platform Features


**WEBEX TOOL: CHAT FUNCTION**

**CHAT FUNCTIONS:**

- Share questions, comments, and ideas
- Click on the message bubble icon to access the chat
- Send to All Participants



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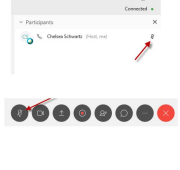

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### Managing Technology: Onboarding to Features & Etiquette

**Webex Tools: Mute and Unmute**

**Mute function:**

- Click on the microphone icon to mute and unmute
- Icon turns red when muted

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### Managing Technology: Utilize Multiple Channels for Communication




**Verbal:** Spoken language, tone of voice




**Non-verbal:** Body language, gestures, facial expressions



**Written:** Text, shared documents, etc.




**Visual (shown):** Presentations, drawings, graphs, photographs



**Visual (co-created):** Group work using templates, whiteboards, other collaborative tools

*Increase your Collaborative Bandwidth!*

Source: <https://news.thegrove.com/2014/12/16/optimizing-collaborative-bandwidth-in-virtual-meetings/>



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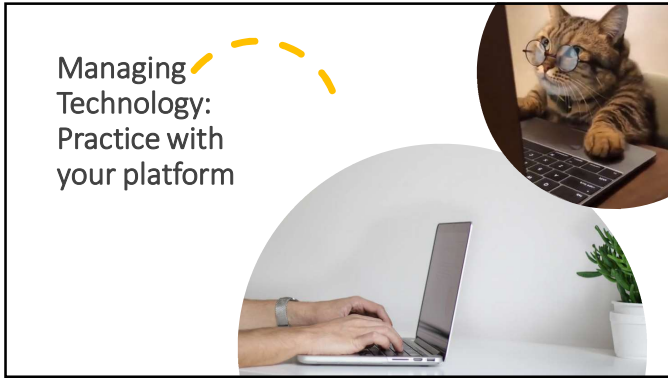
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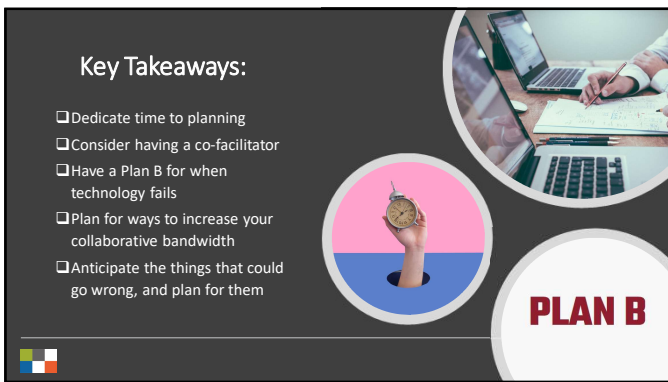
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**Over to you...**

Using video- when should we do this? Does everyone need to? What are the challenges and advantages?

"All teach, All learn"



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**Over to you...**

What is virtual meeting etiquette? How do we avoid people talking at once?

"All teach, All learn"



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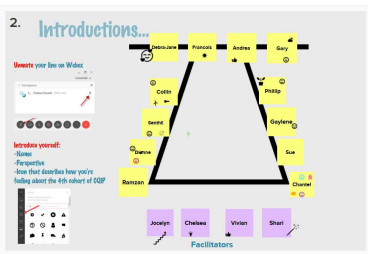
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**"Virtual" Table**



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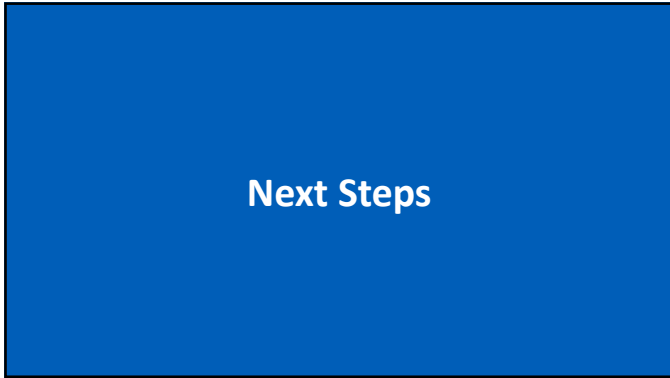
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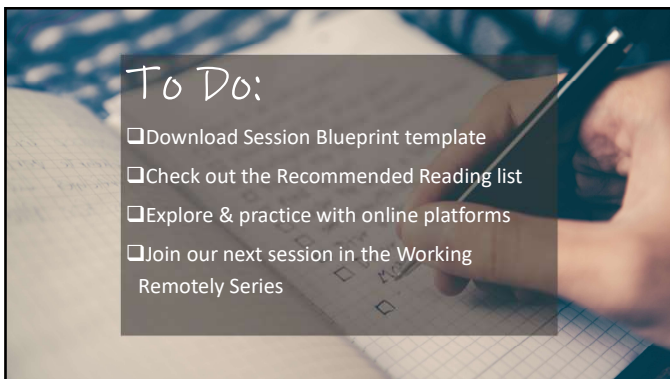
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**NEXT UP...**



WORKING REMOTELY SERIES:  
**SAFE AND WELL AT HOME:  
 SELF-CARE DURING THE  
 COVID-19 PANDEMIC**

With DR. ADAM STACEY

FRIDAY, APRIL 17, 2020

9:30-10:30 am CST

To register, [visit our events page](#)

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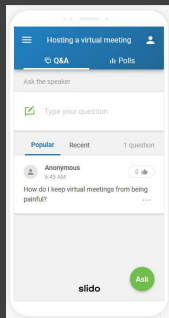
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**What questions do you have?**

Add them to the Slido online Q & A for our next session at:

<https://app.sli.do/event/ffhdj5x>



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**POST-WEBINAR SURVEY**


In the spirit of quality improvement, we will be sending out a survey after the webinar.

**You may see this message, but don't be alarmed, our survey is on a trusted site!**

**External Site**

The host or presenter would like Webex Meetings to open a website on your computer. Class is not responsible for the content or availability of external sites. We recommend that you make sure the website content is from a trusted source. If you view this page or go to this site, you will be subject to the privacy policy and terms and conditions of the destination site.  
 Destination site: <https://www.surveymonkey.com/NSRCOH>

[Continue](#)



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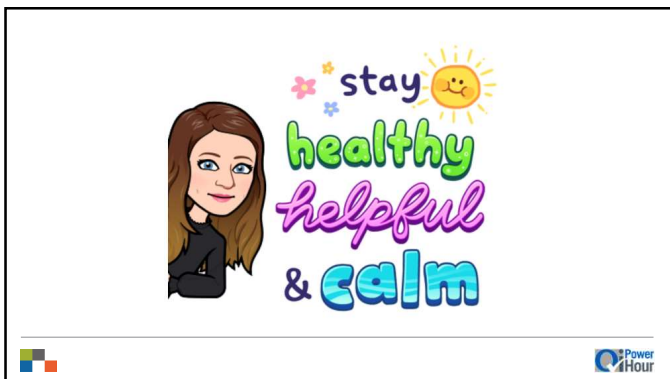
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