

PRO TIP: You can rename yourself in the Zoom *Participant Panel* (hover over your name to see the “Rename” option)

Remote Facilitation

Being an “Architect” - shifting your focus and skills.

New2EA Working Group - 03/25/2020

New2EA Working Group

Call Time:

11AM Pacific, Noon Mountain, 1PM Central,
2PM Eastern Time, UTC/GMT 18:00

Agenda:

[New2EA WG \(Wiki\)](#)

Zoom for Audio/Video**Audio via phone:**

URL: <https://tinyurl.com/new2ea-zoom>

Telephone:

US: +1.669 900 6833 or +1 646 876 9923

Meeting ID: **560 869 507**

Scribe Shout-out - It's easy to scribe: [How To Scribe Itana Notes](#)

Agenda

1. Scribe Shout-out - It's easy to scribe: [How To Scribe Itana Notes](#)
2. Roll Call (by time zone)
3. Upcoming Call Program
4. **Remote Facilitation**
5. Closing (last 5 minutes)

New2EA Roll Call

(by time zone)

- > Eastern
- > Central
- > Mountain
- > Pacific
- > Points around the Globe and anyone else missed

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(hover over your name to see the “Rename” option)

New2EA Topic/Themes

1. Being an "Architect" - shifting your focus and skills
 - a. 2020 Architect Resolution
 - b. Prioritizing Your Time
 - c. Influencing Strategies
 - d. Storytelling
 - e. Remote Facilitation
2. Growing an EA Practice
3. Fitting the Organization
4. Architect Survival Kit (on the Itana wiki)

Remote Facilitation

“Remote facilitation is making it easier for people to do work without being in the same room...

...there are lots of ways to be facilitative that anyone on a remote team can employ.”

- *Rachel Smith, facilitator with The Grove*

Pro Tips

> DIRECT TRAFFIC

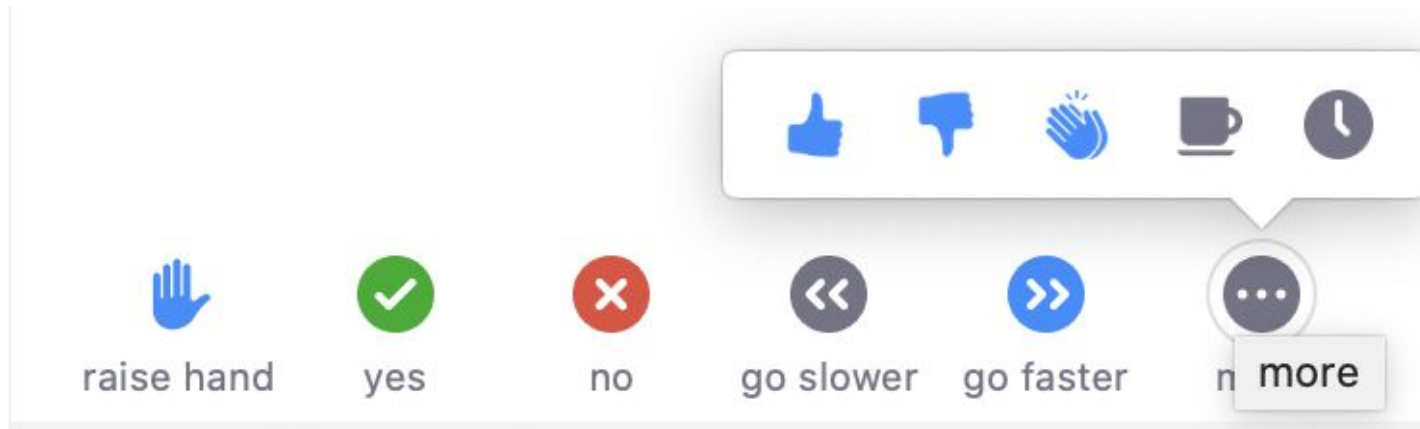
- Turn-taking is more difficult in remote settings. Call on participants one at a time. Use a list of attendees or have each person nominate the next one to share out.

> SHARE AND SHARE ALIKE

- Post all workshop output in a common location as it's created.

How I use Zoom tools to direct traffic

- Encourage people to use the *Participant Panel* for silent feedback/interaction
- Leverage the *Participant Panel* to call on people.



Share and Share Alike: Using Shared Notes

Google Docs: [2020.03.25 - Remote Facilitation Notes - New2EA](#)

[Confluence Wiki](#) (must sign in and click edit to join active edits)

What other tools have you used for shared note taking?

Prep Pro Tips

> GET A HEAD START

- Use group chat to meet and communicate before the workshop.
- Send a survey to gather background information from participants to inform your planning.

> DIVIDE IN ADVANCE

- Give thought to dividing workshop participants into breakout groups or smaller teams ahead of time. Avoid creating group on-the-fly.

Preparation Questions to ponder

- > HOW MANY PEOPLE WILL PARTICIPATE?
 - The number of participants impacts how you coordinate interactions, e.g., group discussion vs breakout groups.
- > WHO CAN HELP FACILITATE?
 - Don't run remote meetings alone. Enlist others as co-facilitators, discussion leads, and scribes.
 - Assign roles in advance.
- > WHAT CAN BE ACCOMPLISHED ASYNCHRONOUSLY?
 - Maximize together time and push some activities to before and after the meeting

Best practices

> ORIENT TO TOOLS

- Review the tools and their functions with the whole group at the beginning.
- Troubleshoot with the help of a co-facilitator as needed.

> PRACTICE SWITCHING CHANNELS

- Get the whole team used to moving fluidly between tools: from video conferencing to chats to documents and back, for instance.

> SET UP RELIABLE AUDIO

- Bad audio is a showstopper. Set up clear audio channels with good mics and keep the phone as a backup, just in case.

Other Ideas & Best practices

> TURN ON WEBCAMS

- Use webcams for nonverbal communication, e.g., thumbs-up for an OK or hand raise to vote. Keep them close up to see facial expressions as well.

> VISUALIZE THE ACTION

- Use an online tool to support visual thinking and sharing photos of sketches and flipcharts.

> HAVE A PLAN B

- Technology fails. Have fall-back communication channels and alternatives.

Other thoughts on remote facilitation

What other tips or questions do you have for remote facilitation?

Upcoming New2EA calls - Being an “Architect” series

April 8	What does Higher Education look for in an Architect?
<i>April 15</i>	<i>New2EA Steering Group meeting</i>
April 22	Wiki Workshop Kickoff

NEXT New2EA WG CALL: April 8, 2020

Call Time:

11AM Pacific, Noon Mountain, 1PM Central,
2PM Eastern Time

Agenda:

[New2EA WG \(Wiki\)](#)

New2EA Steering Group: April 15, 2020

Call Time:

11AM Pacific, Noon Mountain, 1PM Central,
2PM Eastern Time

Agenda:

Planning upcoming New2EA WG Sessions

Closing

+ Δ ? ! Once more around, any final thoughts, reflections, questions or things we may have missed or went unsaid?
(you are free to pass)

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