



Virtual meetings and pineapple lumps

My tips on pivoting to facilitating
virtual meetings and workshops
full time





About me

Anne Pattillo

Consultant and facilitator with over 30 years of experience helping government, local government, business and not for profit organisations tackle tough problems, create strategies and plans and engage key stakeholders and communities.

COVID 19 has been a challenge to pivot my face to face consultancy skills to fully virtual skills for the period of the lock down.

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A photograph of a home office desk. On the desk, there is a laptop, a microphone on a stand, a camera on a tripod, and various papers and folders. The desk is white and the background shows a window with a view of a garden.

***Last week I took this picture of my desk, after the week of
facilitating virtually***

***This is my answer to the various, unexpected questions and comments the
photo generated***

Thank you for your interest, support questions and comments.

Kia kaha

Anne

PSSST....!



A confession

This is just my thinking about virtual meetings.

My aim is to get the job done, in meetings that aren't too painful and more fun to run!

4 P's

My 4 P's for Virtual Meetings

People

Who are the participants? What are their relationships with one another and the meeting topic? What has been happening before the workshop for the participants?

Process

Developing a series of questions and activities to help the group achieve the meeting purpose

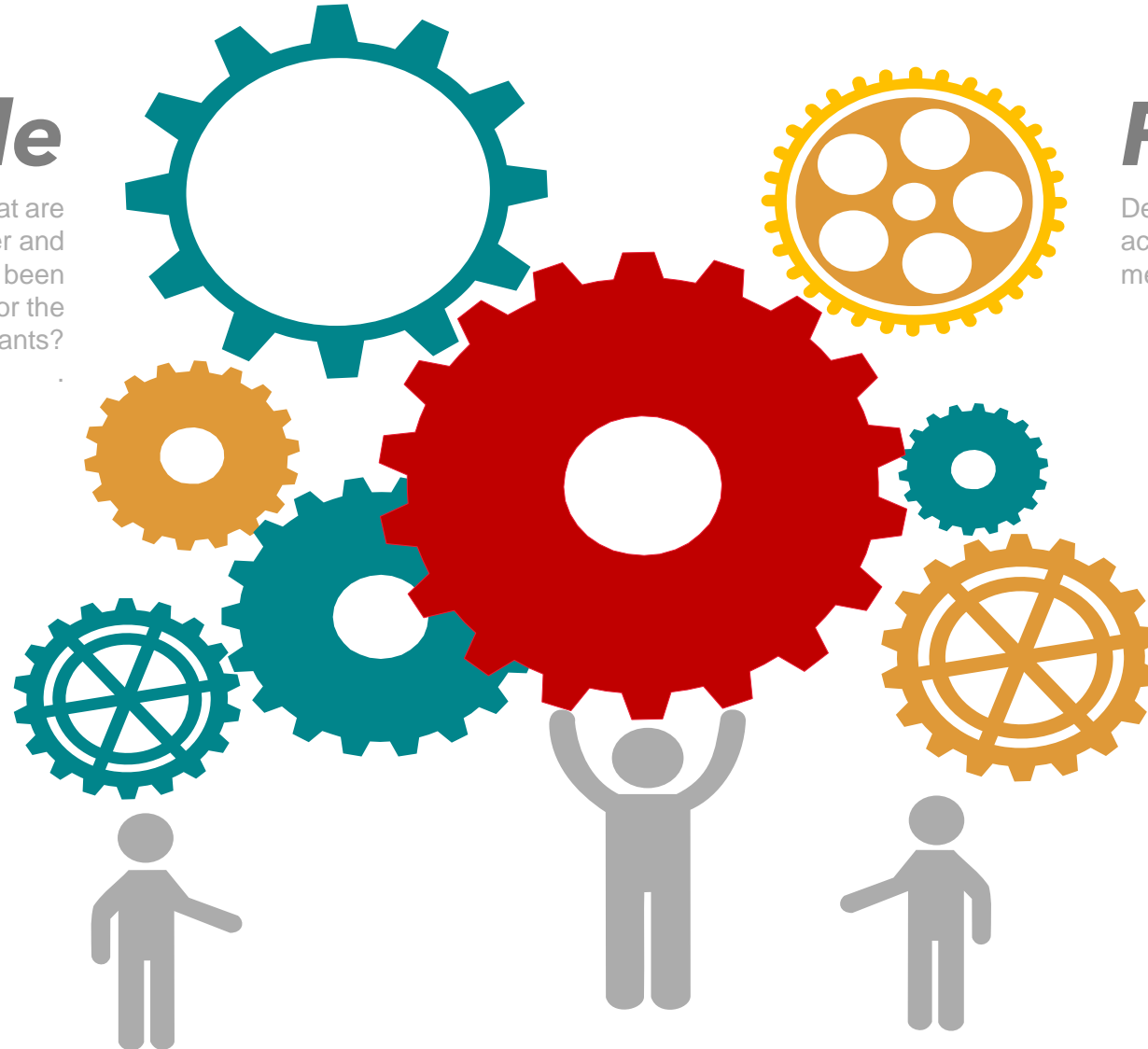
Purpose

Like any meeting or workshop the key starting questions are: Why do you need this meeting? What are we trying to achieve? What is the experience we want to create for participants.

Presence

The key challenge for virtual meeting is maintaining participant presence.. So more frequent activities, more active facilitation and working on building rapport with the group.

Turbo charged facilitator presence!



And when you follow the 4 P's sometimes you end up with ...

Pineapple lumps

For my international friends it's a New Zealand lolly, yellow in the middle and covered in chocolate.

More rectangular than lumps.



Tools



Lots of people asked about the tools I used so here you go...

TV for fun!

**Another screen
for text contact**

Headphones

**Good
microphone**

Two screens

**Lights,
usually
two**

STUFF!

Footrest



Tools used, in order of preference... *(at the moment)*



miro

www.miro.com



www.mural.co



www.padlet.com



www.stormboard.com

Platforms... in no particular order

Zoom

Webex

Livestorm

Microsoft Teams

Unexpected and personal

And it doesn't have to be
sugar... but... planning means
you can organise personal
touches for the participants





How do you get to pineapple lumps?

I got the brief.

Designed the workshop

I realized that I needed a way to get this executive team who had been frantic responding to COVID 19 to slow down and free up to do more strategic thinking.

So of course pineapple lumps

One little problem I was in New Zealand and the team is in Western Australia

So planning came to rescue!

Final question

Will I ever to back
to **only** using face to
face meeting tools and
techniques?

No

**Learning and
moving forward
has always more
rewarding and
fun!**

