



The Future is Hybrid:

Mastering the Art of Facilitating Modern Meetings



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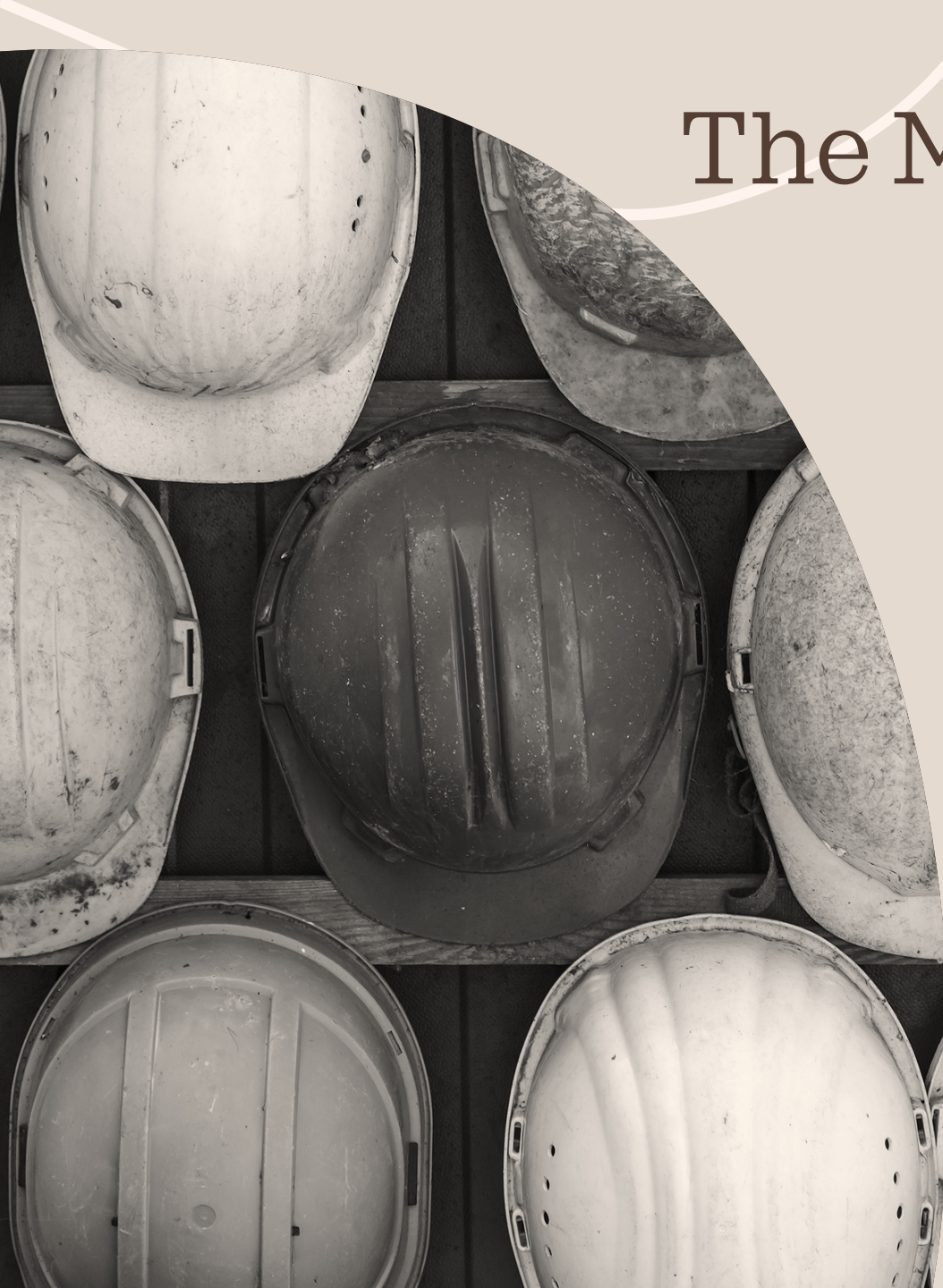
The Role of the Facilitator

a person or thing that makes an action or process easy or easier.

"a true educator acts as a facilitator of learning"



The Many Hats of a Facilitator



Defining the Purpose

- What do we want to achieve?
- Are there measurable targets?
- What is the deliverable?
- What does success feel like?
- What values are important to embody along the way?



Creating the Experience

- Defining important roles
- Introductions and Icebreakers
- Small group activities
- Brainstorming activities
- Story-telling or Demos



Ice Breakers

- Encourage Interaction
- Create a Comfortable Atmosphere
- Boost Engagement
- Introduce a Topic
- Stimulate Creativity



Ice Breaker Ideas

For Small Groups (2-10 people)

- ✓ Two Truths and a Lie – Each person shares two true statements and one false one; the group guesses the lie.
- ✓ Speed Networking – Participants pair up and have 2 minutes to introduce themselves before switching partners.
- ✓ Common Ground – Teams list as many things they have in common as possible within 5 minutes.

For Large Groups (10+ people)

- ✓ Would You Rather? – Participants answer fun or work-related “Would you rather” questions.
- ✓ Find Someone Who... – A bingo-style game where people find others who match descriptions (e.g., "Find someone who has traveled abroad").
- ✓ One-Word Summary – Each person describes their expectations or feelings about the meeting in one word.

For Virtual Meetings

- ✓ Virtual Background Challenge – Participants use fun or themed backgrounds that relate to the meeting.
- ✓ Emoji Check-In – Each person shares an emoji that represents their mood or expectations.
- ✓ Show & Tell – Attendees briefly share an object on their desk that has meaning to them.

Small Groups / Break Out Sessions

- Encourage Participation
- Enhance Engagement
- Promote Collaboration
- Increase Learning & Retention
- Improve Relationship-Building
- Encourage Diverse Perspectives
- Allow for Customization





Brainstorming Activities

- Generate Creative Ideas
- Solve Problems Efficiently
- Prioritize and Refine Ideas
- Speed Up Decision-Making

Brainstorming Methods

Traditional brainstorming methods

- ✓ **Classic brainstorming** – participants freely share ideas aloud while someone records them. No idea is criticized at this stage.
- ✓ **Brainwriting** – instead of speaking ideas aloud, participants write them down individually before sharing. This helps quieter participants contribute.
- ✓ **Mind mapping** – ideas are visually organized in a web format, branching from a central theme to explore connections.

Structured brainstorming techniques

- ✓ **SCAMPER method** – encourages creativity by asking participants to *substitute, combine, adapt, modify, put to another use, eliminate, and reverse* aspects of a concept.
- ✓ **Six thinking hats** – participants take on different perspectives (e.G., *Logical, emotional, creative, critical*) to analyze a problem from multiple angles.
- ✓ **Round robin** – participants take turns sharing one idea at a time in a structured way to ensure equal contribution.

Group-based brainstorming activities

- ✓ **Reverse brainstorming** – instead of solving the problem, participants brainstorm ways to make it worse, then reverse those ideas into solutions.
- ✓ **Starbursting** – instead of generating answers, participants generate *questions* about a topic (who, what, when, where, why, how).
- ✓ **Affinity mapping** – participants write ideas on sticky notes, then group similar ideas together to find common themes.

Virtual Brainstorming Techniques

- ✓ **Online Whiteboards** – Tools like Miro, MURAL, or Jamboard allow for collaborative idea-sharing remotely.
- ✓ **Chat Storming** – Participants drop as many ideas as possible into a chat window within a set time frame.
- ✓ **Breakout Room Ideation** – Smaller groups discuss ideas in virtual breakout rooms before presenting to the larger group.

Managing Group Dynamics



Managing the Conversation

- ✓ Set clear expectations & ground rules
- ✓ Encourage balanced participation
- ✓ Handle challenging personalities effectively
- ✓ Leverage strengths & personalities
- ✓ Leverage strengths & personalities
- ✓ Keep the meeting focused & productive

- The Dominator
- The Quiet Thinker
 - The Naysayer
 - The Off-Topic Rambler



Tell the Story – Follow Up

- ✓ Storyboard
- ✓ Action items
- ✓ Flip charts
- ✓ Parking lot
- ✓ Meeting notes



Key Takeaway for Online Meetings

- ✓ Flexibility
- ✓ Location
- ✓ Communication & Participation
- ✓ Technology & Logistics



thank you