

Sept. 17, 2021

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"PROVEN" HYBRID PROGRAM BEST PRACTICES

What we think we know so far...

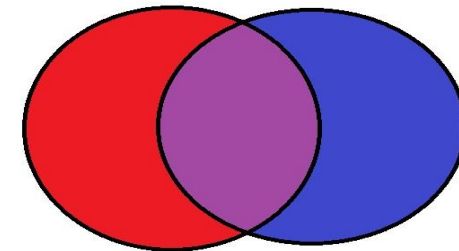


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ATD's Chief Talent
Development Officer
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Kimo Kippen
President,
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John Cone'
Moderator



PLANNING

DESIGN

EXECUTION

REFLECTION

For each one, the panel will share
and respond to chat questions

THIS WAS DIFFERENT

People were there just for the meeting

Time had to be concentrated

We were not an intact team

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PLANNING

If you are considering a “hybrid event” like this, what are the critical considerations?



PLANNING

- Co-Design the meeting and agree on the rules
- Multiple clear roles: Facilitator, Note taker, Tech Support, Producer
- Everyone is on a device for plenary sessions
- Provide a visual focus
- Build in time for micro-connections
- Set expectations
- Plan the physical site
- Dry run key elements
- Set up a buddy system
- Pre-plan breakouts
- Have a backup plan
- Be prepared to flex
- Know how you will use chat, question, raise hand, voting

DESIGN

**What design elements
do you think worked...
didn't work...or could
have worked better?**

DESIGN

- Asynchronous Presentation / Synchronous Discussion
- Start with Icebreaker
- Noise cancelling mics and headsets
- Did not anticipate that we could not get people far enough apart in the room for hybrid breakouts
- Short sessions and frequent breaks
- Put people in gallery mode
- Everyone is responsible for report-outs

— EXECUTION



**What was helpful, important
DURING THE SESSION?**

Ann – In Person & Producing/Monitoring

Kimo – Remote Attendee

Suzanne - In Person Attendee

— EXECUTION

- Keep a visual focus
- Stick to the agenda – especially the timing
- Set expectations

- Clearly identify all who are there
- Address everyone by name
- State your name before you speak
- Mute when not speaking
- Pull people in
- Test understanding and summarize/recap frequently
- Note where you are in the agenda
- Provide instruction reminders to breakouts
- Provide timing notices to breakouts
- Add color commentary by visual and verbal notes

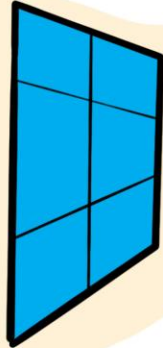




SUCCESS with a HYBRID WORKPLACE POSITION

ON SITE or VIRTUAL

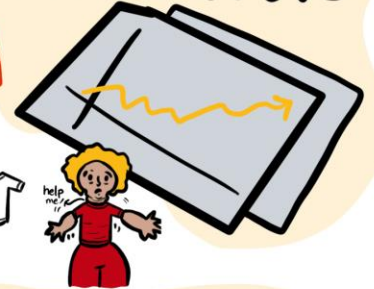
EMPOWER TEAMS to DECIDE WHAT WORKS BEST



TRANSPARENCY
JOB ARE CHANGING
BE CLEAR and INTENTIONAL
ABOUT EXPECTATIONS

SKILLS CHANGING
CONTEXT
ACCORDING to...

HELPING PEOPLE
FOCUS on RESULTS



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ERR on the SIDE of
COMPASSION
ALL PEOPLE ARE IN
NEED OF IT

HOW do we
RETAIN
GOOD PRACTICES
GAINED?

CONSISTENCY
and FAIRNESS
in
IRL vs VIRTUAL

HOW DO WE
ESTABLISH
NEW WAYS of
WORKING in the
OFFICE?

LEADERS
SETTING
EXAMPLES

HOW DO WE
MANAGE
PEOPLE who
DON'T WANT
to RETURN to
the OFFICE

MORE
INTENTIONAL

INVENTORY SKILLS
to MEASURE EFFECTIVENESS
in this NEW ENVIRONMENT

HELP LEADERS
LEAD with
INTENTION,
NO OSFA, and
SITUATIONAL
AWARENESS

THE NEED
to be
FLEXIBLE
in HOW and
WHERE WE
WORK is
KEY



EMPOWER
and PROVIDE

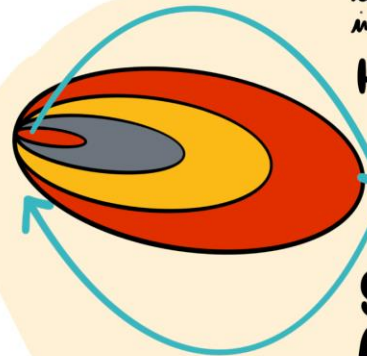


"COMPASSION but
CONSISTENCY"
THRIVING

BACK to WORK
NOW

BEFORE

the NOT-TOD-DISTANT
FUTURE





TAKEAWAYS?





Perhaps 2 producers, one for remote and one for in person

Maybe a 2-camera approach that switches to group shots of the in person meeting when no one there is speaking

Might gallery view be an alternative

TAKEAWAYS

People missed looking at a group in the rooms as they had in the past

Hotel/venue staff will set up for traditional meetings with a few dial-ins.

It feels odd to send a chat message to someone in the same room with you



***MORE
QUESTIONS?***

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THANK YOU



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