



# Virtual Facilitation FACTSHEET

## Hints, tips and facts to facilitating virtual spaces with communities.

Facilitating virtual spaces can be a daunting prospect; especially if you aren't as tech savvy as you would like. Read on for a few of Participation People's hints, tips and suggestions to creating open, safe and inclusive virtual spaces for any team or family!

### Sharing my screen

Consider how you want participants to use this tool before offering it. If you're not sure, verge on the side of caution and you type / draw what they tell you too. The more confident you get, the more functionality you can bring into your sessions.

### Screen set up

Practice, practice, practice! Make mistakes and learn from them; just as you would if you were facilitating face to face. There are loads of online tutorials out there to help you, give them a Google and ask for help!

### Breakout rooms

Virtual spaces mean access to technology! Don't assume that your participants have access to brilliant internet however or are digitally savvy. Don't forget about post it notes, pens and encouraging participants to play games as you would face to face. Try out [MIRO](#) for a virtual whiteboard or [Mentimeter](#) for cool quizzes and interactive presentation spaces.

### Speaking over each other?

As a virtual host, you have the power to mute people. Before using this tool ☒ try: Asking participants to tag someone to speak after they have spoken. Encouraging participants to use the chat function. Asking the group to come up with some ground rules at the start of the session. Use emoji's to gauge how much people agree or disagree with what is being said.

### Names

Before starting your workshop, ask everyone to rename themselves with what they want to be called. This will help you direct conversation. It gives participants a chance to get to know the virtual space too.

### Bring the fun!

Participation People have learnt A LOT operating in virtual spaces for the majority of 2020. We have thought about all the games we would normally play to encourage learning and adapted them. Practice your facilitation craft and bring your humour, GIFs and prizes!

### Key Takeaways!

Take the time to set up your virtual space beforehand. Put any links you are sharing in the running order of the session on your browser. Practice your session with some willing participants, to help you know what to click and when. Have someone to help you manage the chat function whilst you lead from the "front". Finally, log in early to welcome your participants; relax and have fun! Celebrate your mistakes and share them!