

Designing Training for a Hybrid Group

All our Top Tips

SHERIDAN WEBB APR 27, 2021 02:21PM

Create a delegate pack with everything needed by everyone- handouts, workbook if needed, pens, pencils, sweets, biscuits etc. Post to virtuals beforehand so all have the same. Reduces FOMO and makes it easier for the facilitator

get the two groups to agree their own ground rules , how they will interact with each other. if they then stray from these, you can call them out on it

Have a pre virtual get together so everyone gets an opportunity to meet before training session

Buddy system

Pair up an in-person and an online delegate, like a buddy system, ahead of time and have them do a pre-course activity together in pairs, so they're connected before the session, and will have that connection during the session

Create time to practice as attendee - face to face and virtual

Practice run to check tech and activities work

Organise two facilitators

Keep it simple

Design in time to create psychological safety in the group from the start

Design for virtual, adapt for live

Send list of attendees & photos before event; ask people to identify themselves when they speak

not design linked - but contracting. Setting expectations about what you can achieve in this format

Detailed plan for everything; including timings, logistics & the unexpected

have spare activities

Good design rules still apply - use MASTER, Who, What, When, Where, How ?s

Keep it simple and have options

Claire from Wave

Plan clear instructions

Virtual/F2F may be doing different tasks or have to do them differently. Think about how we can deliver these clearly.

Design around the equipment you have available

Less is more - don't be over-ambitious.

Splitting content & material for follow up

Less is more

Set ground rules and have a process for regular check-ins
