

EFFECTIVE DESIGN for **LIBERATED** VIRTUAL MEETINGS

Purpose of this doc:

Original starter of doc:


Date started:

Process:

Keywords/Tags for this Document:

<http://www.liberatingstructures.com>

Background: <http://www.fullcirc.com/2014/09/29/liberating-structures-online/> and <http://www.liberatingstructures.com/user-group/> AND https://docs.google.com/spreadsheets/d/1soPFGQ8tMa10PKIkXE_CHqngWAFkFV1I0vjCl_B1vr8/edit#gid=220167776 (I think I maybe should have put these comments on that last page... opps)

	DESIGN ELEMENT	NO?	YES? 	Technology possibilities?
1	Are you inviting participants to shape next steps? Will you develop solutions, make action plans, or produce something together?	Re-consider why you're meeting. Dig deeper into what you need from participants to make progress. Using interactive virtual technology for sharing information is reliably unrewarding for all. <i>(Online/offline - true for both, but high risk and waste online. People are watching YouTube, not your meeting...) Nancy, your "people are watching You Tube, not your meeting" is perfect for the introduction And it is true. I've had it happen to me . Too often. :-)</i>	Proceed	The heavy lifting here is all about clarifying why the work you are doing is important and what kinds of contributions can everybody make. Low tech, high imagination!

2	Will content or new information be provided +24-hours in advance?	<p>Don't waste group time reviewing homework. Set the firm expectation that everyone come prepared. Honor participants by giving them enough prep time.</p> <p><i>This makes me wonder. Do people who agree to participate in an LS context have a greater sense of responsibility to each other? I think this is true over time, but maybe not at first. So this homework idea seems to apply to ongoing group interaction maybe? Yes it is more so over time but it is probably possible to make a difference the first time provided one is emphatically clear that there will be no presentation of the slides that were sent in advance. Depending on the situation it may make sense to specify what the first step will consist of to encourage people to come prepared. The quality and conciseness of what is sent in advance makes a big difference,</i></p> <p>AMEN!</p>		
3	Have you drafted the questions or themes to be explored & specific invitations to participants?	<p>Without preparation it is much more difficult to include everyone, spark creative participation, and generate better-than-expected results.</p> <p><i>True online and offline. Not sure there is a unique aspect online.</i></p> <p><i>I have the impression that one needs to be better prepared for online but that may be because I have most experience face to face</i></p> <p><i>Yes, I do think this is a transition space. And working with students, i think we can't just say "oh the younger generation will do it automatically." I don't' find that to be true all the time!</i></p>	Proceed	Again, a low tech / high imagination challenge.
4	Will you be using subgroups to	Dig deeper and reconsider. Most complex challenges	Proceed	Many technical implications

	<p>explore the topic in-depth? Does your platform support it? (e.g., chat, breakout rooms, white boards)</p>	<p>benefit from multiple perspectives and diverse action ideas. Breaking out reduces <i>groupthink</i> and improves ownership + follow through.</p> <p>True online and offline. Technologically it is still more challenging to execute this online.</p> <p>Henri writes: name of participants, in pairs and quartets, finding out who are the partners can be quite quick and the space used for recording the output of small group interactions will also help. One way or the other people need to know who they are talking with, particularly inside an organization where considerations of hierarchy may be important at the minimum for safety sake.</p>		<p>really start at this spec.</p>
5	<p>Will it be possible for each person to formulate/refine their ideas individually & in pairs before sharing with the whole group?</p>	<p>Re-consider until you find a way to build safety, spread trust, and dampen power differences. Fear is a novelty killer. Sorting & sifting 1-2-4-All-wise speeds up the generation of high quality solutions that stick.</p> <p>What is the role of anonymity/semi-anonymity in helping overcome fear?</p> <p>I think it is better not to depend on anonymity and focus more on using structure to create safe spaces</p> <p>This would be a good thing to experiment with. I think in some contexts anonymity or pseudo anonymity is amazingly opening! But it sure has down sides too.</p> <p>Henri writes: results recording per group. I am hoping that this may not be too difficult to provide a way to do it. We will have to learn from experience what is easy and convenient versus what isn't. Obviously we don't want clumsiness to get in the way of performance more than what is unavoidable. Also we have the possibility to make small modifications to the instructions for instance to make sure that one group member acts as recorder. At the same time we need to remember that perfection is not essential since LS are tapping the whole group and</p>	Proceed	<p>Other stuff from Henri:</p> <p>Display panel; no matter what, we will need a way to make instructions clear and to show participants what they have to do at each step and how much time they have. Some people do get "lost" even when there is a slide on the screen with a precise description.</p> <p>Re Stickies, they would make it much easier to do something like Ecocycle but it is a feature that we don't need to focus on in the first phase unless it comes easily with a particular platform.</p>

		performance doesn't depend on a perfect contribution from every single small group.		
6	Are you ready to facilitate with very rapid cycles and make changes on-the-fly as better possibilities pop into view?	<p>When liberating virtual meetings, practice makes perfect. Have a co-leader or partners to help make big shifts & agenda changes. A well-developed plan prepares you for productive improvisations.</p> <p>As this is a nascent practice, debrief, learn and share learnings so we can all improve the next time around. I suspect this is also a F2F issue.</p>	Proceed	
7	Are you prepared for someone participating only by phone (with loud background noise) or for the collaborative technology to fail miserably?	<p>Someone will inevitably end-up dialing in from their mobile <sigh>. Send them the meeting record. There will be hiccups and outright failures. Rather than muddling through, consider rescheduling when the technology is working.</p> <p>Invest in great headsets for computers and phones! Understand the cost of "inclusion." When does including those with terrible connections make the whole experience fail. Is sending a recording a sufficient recompense? P.S. Connectivity problems are not just a developing world challenge. Signed - Comcast customer!</p>	Proceed with abandon	
8	Are you clear what kind of harvest will be useful after the gathering?	<p>There is nothing worse than realizing you have neglected recording or capture. Especially when you are generating great stuff. Before you start, identifying people to play "harvester" and "synthesizer" roles can simplify the sifting and sorting needed for action-oriented virtual meetings. The folks take responsibility.</p>	Proceed	

