

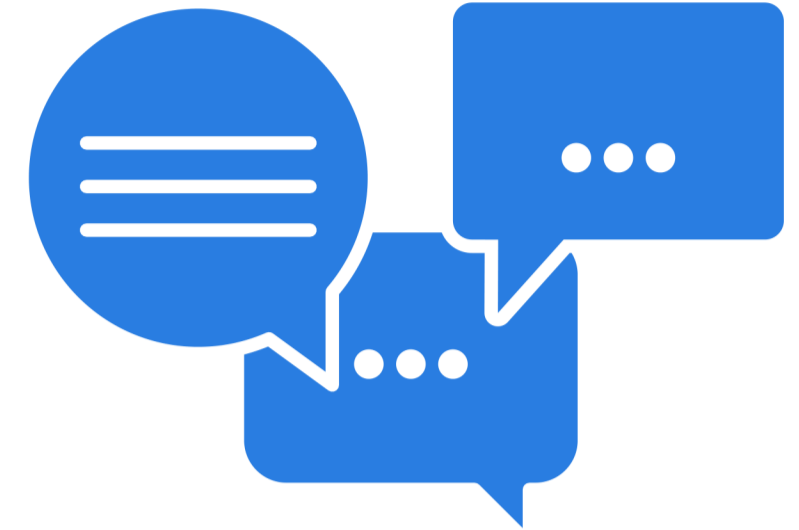
Working with a Sounding Board

For people facilitating the sounding board

Different facilitation skills are needed for hybrid, face to face and online meetings to ensure everyone is included

Build relationships with board members

1. Communicate well between meetings.
2. Help members to settle into the room.
3. Think about how all voices in the room are included, including those who need processing time – e.g. breakout rooms and other ways to contribute before and after the meeting.
4. Support members to share with each other their 'lightbulb moments', suggestions and thoughts outside of meetings. Enable them to do this through technology for example by using an online suggestions board (e.g. Canva)



Make sure you have enough people, with clearly defined roles

5. In hybrid meetings you may need an additional facilitator on a laptop 'bridging the gap' for any people who are meeting online with those in the room, looking for physical and virtual hands up, making sure all are invited to speak, monitoring chat and being aware of potential triggers in conversations.
6. Make sure technology is appropriate – including a good sound system, lapel microphones and non-directional microphones.
7. If having a hybrid meeting where lunch is offered to those attending face to face, consider how those at home can 'join' for lunch – can you send them a lunch – can you have a virtual lunch table?
8. Send a follow-up message soon after meetings (whether a graphic representation or a short set of bullet points) to remind everyone of the key issues covered and, if appropriate, add possible topics for further discussion.

Make sure that the conversations are topical and important to members

9. Make sure papers or pre-reading are sent to members in plenty of time for them to read and consider the implications.
10. Graphic summaries can be helpful in rapidly capturing and sharing conversations.

