
March 21, 2020

TRAINING #4

Facilitating and Building Engaging Meetings on Digital Platforms

Organizing to Build League Power



The Organizing Team
LEAGUE OF WOMEN VOTERS OF THE U.S.

Quick Housekeeping

- This meeting will be recorded to keep accurate notes to share with attendees after the call.
- Staff will be monitoring the chat box.
- If you are not speaking, please mute yourself to minimize distractions.
- Slides and additional resources will be available on League Management Site:

<https://www.lwv.org/league-management/recruitment-engagement/organizing-resources-build-league-power>



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ORGANIZER



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LWVUS Facilitators





Samyuktha Mahadevan
CAMPAIGN ORGANIZER

New LWVUS Campaign Organizer

Community Norms



Bring you full self and limit distractions.



Use the chat box to add thoughts, experiences, and/or questions



What is learned here leaves here.



Use active and reflective listening

Agenda



4 BEST PRACTICES OF
A GREAT FACILITATOR



COMMUNITY NORMS
FOR DIGITAL SPACES



CATEGORIES OF
MEETINGS & BEST
PRACTICES

What does a facilitator do?

A facilitator guides a group or a team through a agreed-upon, convenient, cooperative, and effective process to reach a goal.





A Great Facilitator will be able to...

1. Plan a Constructive Agenda
2. Set the Tone
3. Balance and Encourage participation
4. Provide Closure

1. Plan a Constructive Agenda

- Identify the purpose of your meeting and select topics that are relevant
- Don't do it alone! Ask people to contribute to the agenda.
- Assign roles to your team/participants for the meeting
- Create a timed itinerary of your meeting and stick to it
- Do a tech rehearsal for the technology you are utilizing

2. Set the Tone

- Using a meeting platform that will allow video of the facilitator
- Establishing community norms
- Being mindful of non-verbal communications
- Keep the group moving towards the goal of the meeting
- Have a sense of humor and humility
- Be flexible and willing to shift gears when needed

3. Balance and Encourage Participation

- Respect for all participants and interest in what everyone has to offer
- Maintain a safe and empowering environment
- Utilize community norms
- Demonstrate active listening
- Pause and allow for reflection
- Regularly ask for input and invite questions

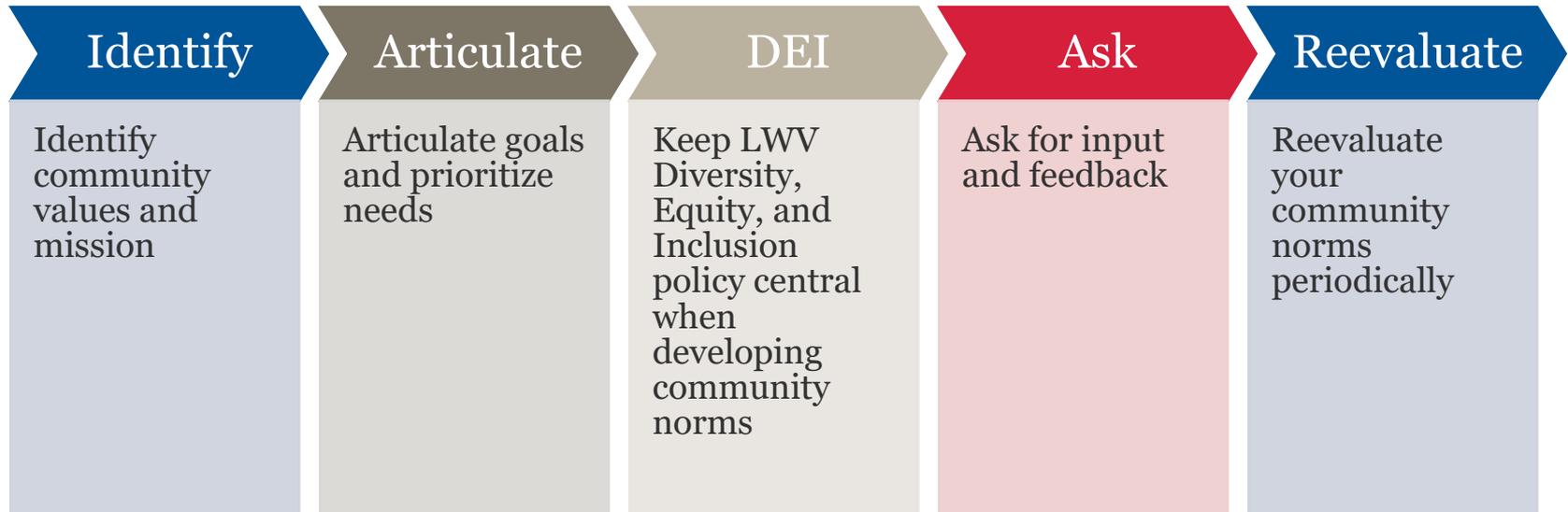
4. Provide Closure

- Doesn't let the meeting drag on
- Ends on a positive note and on time
- Reiterate the meeting objective and what was accomplished
- Thank You and Congratulations
- Cues "Next Steps"
- Provides reminders
- Follow-up when needed

COMMUNITY NORMS FOR DIGITAL SPACES



Developing Community Norms for Digital Spaces





Suggested Community Norms in Digital Spaces

- Bring your full self and limit distractions
- Use active and reflective listening
- Ask questions for clarifications to help avoid making assumptions.
- Use the mute button to avoid background distractions
- Create a shared Understanding
- Turn on your video whenever possible

TYPES OF MEETINGS & BEST PRACTICES



Types of Meetings

- Internal Meeting
- League Community Meeting
- Public Engagement Meeting



Internal Meeting

KEY FEATURES

- Participants: League members, staff, board members
- Goals:
 - Mostly action-oriented
 - League business

BEST PRACTICES

- Allow time for troubleshooting login
- Agree on meeting norms
- Agenda is sent out ahead of time with important meeting information
- Design an ice-breaker check-in
- Consider ways to add additional engagement
- Assign roles

League Community Meeting

KEY FEATURES

- Participants: League members/volunteers, local and state League, multi-League meetings
- Goals:
 - Can be action-oriented
 - Foster community
 - Introduce new members

BEST PRACTICES

- Ice Breakers
- Community Norms
- Create a digital parking lot
- Celebrate moments of consensus

Public Engagement Meeting

KEY FEATURES

- Participants: General public, coalition partners, community leaders
- Goals
 - Public education
 - Member recruitment
 - Developing community partnerships

BEST PRACTICES

- Create a collaborative environment among your team and non-league partners
- Have an outreach and marketing plan for your event
- Schedule time to practice the presentation
- Delegate a specific person to be present for technical issues
- Join 15-20 minutes before to test your video and microphone

Next Steps:

- Contact organizing@lww.org with any questions, comments or feedback!
- Check out [Organizing Resource page](#) for recording of previous trainings and more!
- June 4th An Intermediate's Guide to Social Media Tools Training from 3-4:30 ET





Questions?