



The Future of Work

Planning for Equity and Sustainability



How we will run today's session

1.

Discovery

Designed to allow you to engage and discover

2.

Chat

Use the chat channel to ask questions and share thoughts

3.

Tools

Menti-meter and break-out rooms to share and vote as we go along

4.

Follow up

Join PlacesWork Mailing list for monthly updates and resources on all things hybrid. Get in touch if you want to know more

5.

Housekeeping

Video on if you are able please

Spectrum of Hybrid/Blended Meetings

Min 2 people in a room together and rest online



1/2 participants online and 1/2 in a room



Min 1 participant online, rest on site



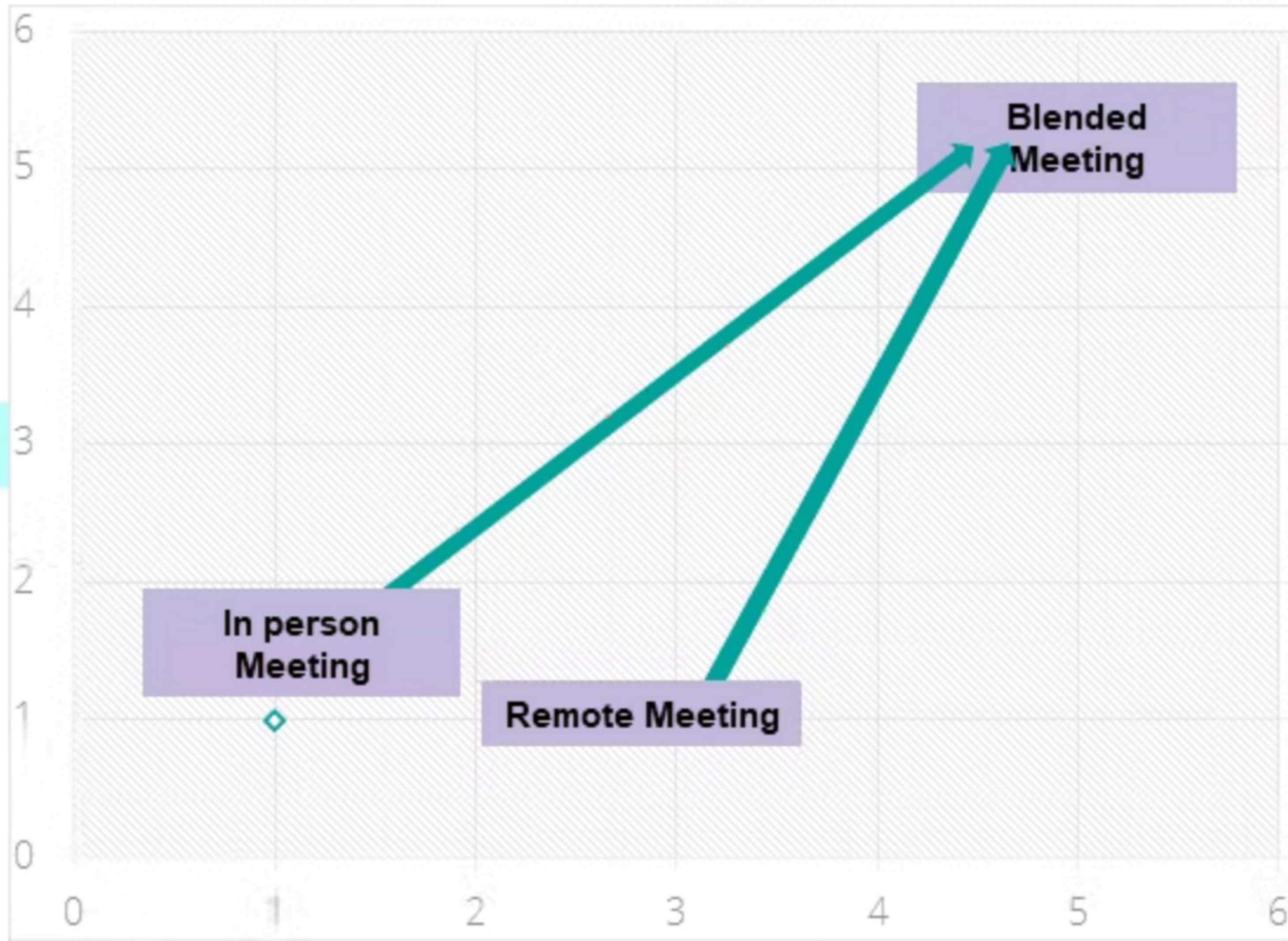
ON LINE



ON SITE



Hybrid/Blended Meetings are Complex



Complexity

Preparation

In person meeting
+ Remote meeting
= Blended
meeting

 $1 + 1 > 2$



Instructions

What do you hope to get out of today's session?

Understanding of best process that is inclusive and effective

Top tips for blended meetings - in priority order!
Miles H

curious most about best practices around virtual meetings

Some new ideas.

learning

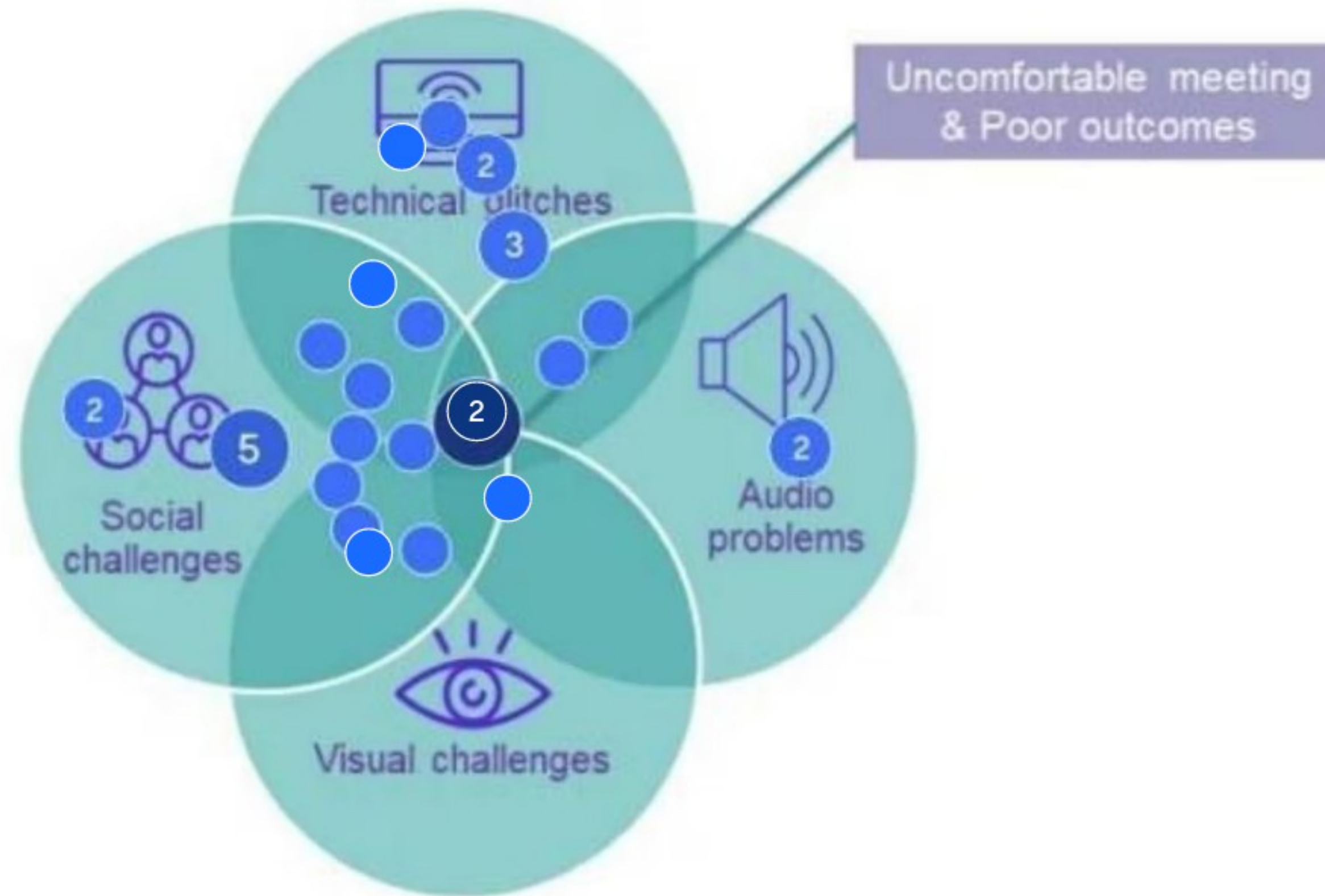
To be able to influence the development of more inclusive and effective blended meetings in my workplace and in my local Quaker meeting

The ability to run Area Meeting as a blended meeting

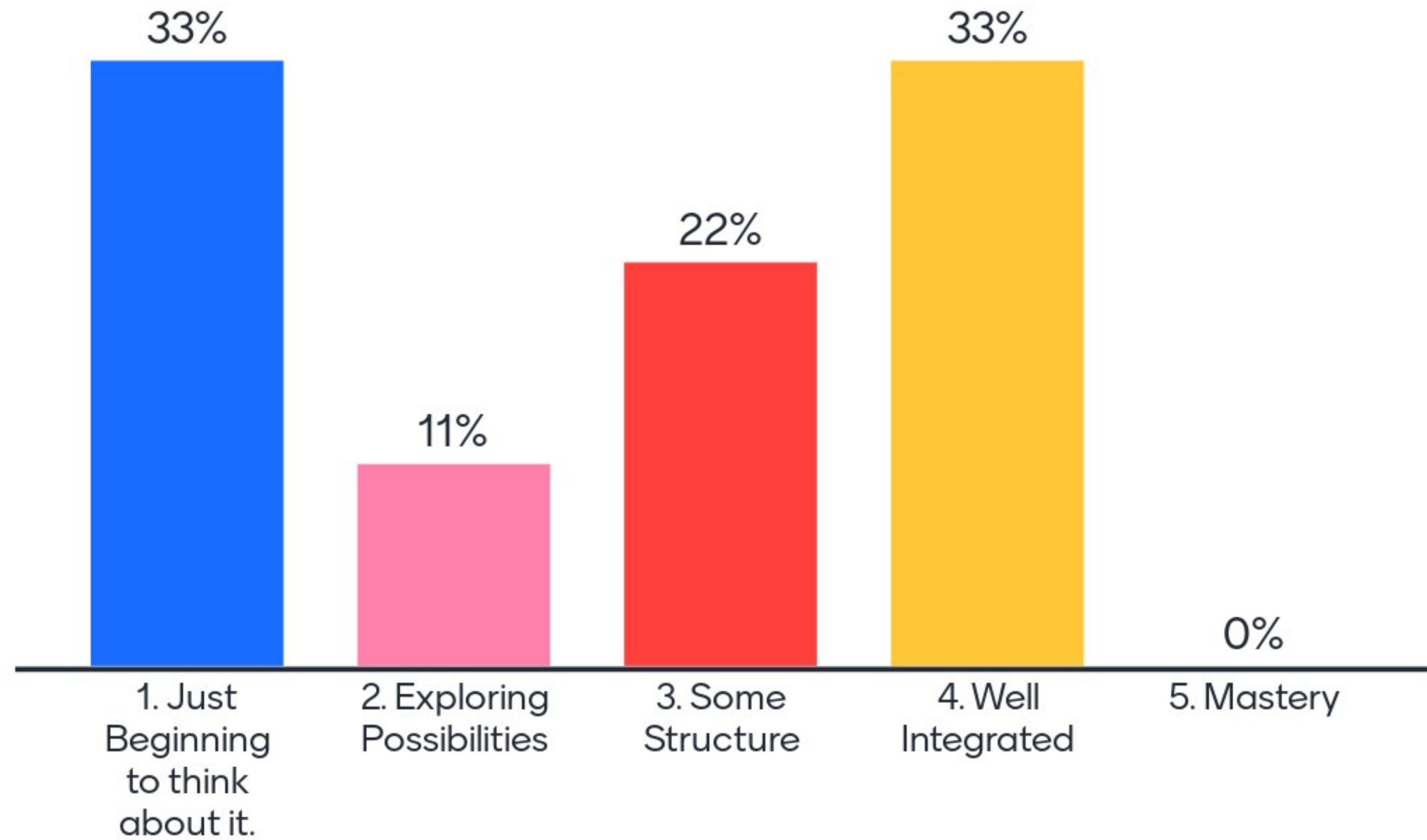
Biggest Challenges right now?



Problems being experienced with Hybrid Meetings?



How Effective is Your Organisation at Chairing Hybrid?



Why Choose Hybrid Meetings?

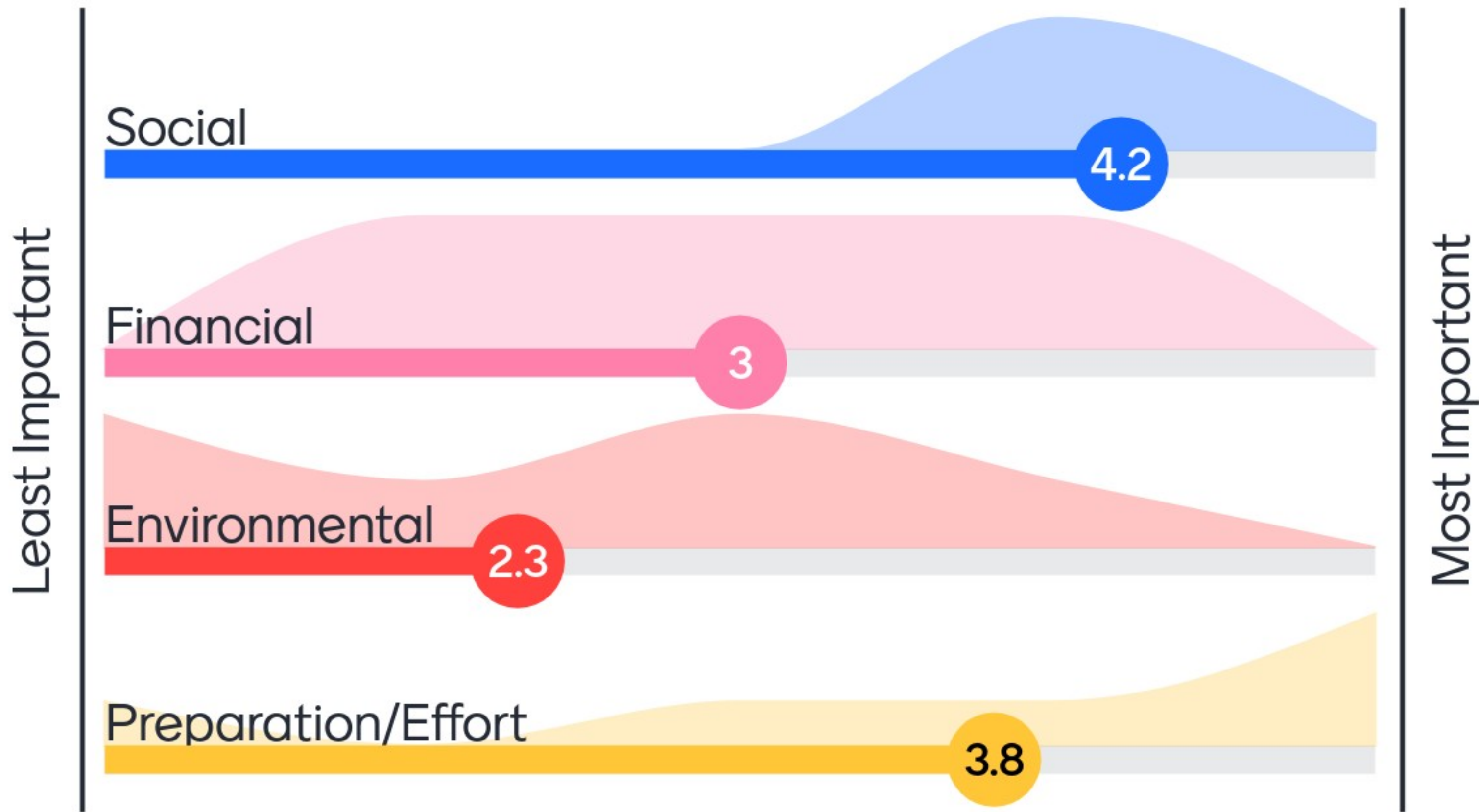


Research from Cornell University has indicated that the carbon footprint of in-person conferences might be reduced by 94% if those events were held entirely online, and that a hybrid model could reduce them by 67%.

– *Sustainability Times, December 2021*



Rate these dimensions for importance when planning meetings:

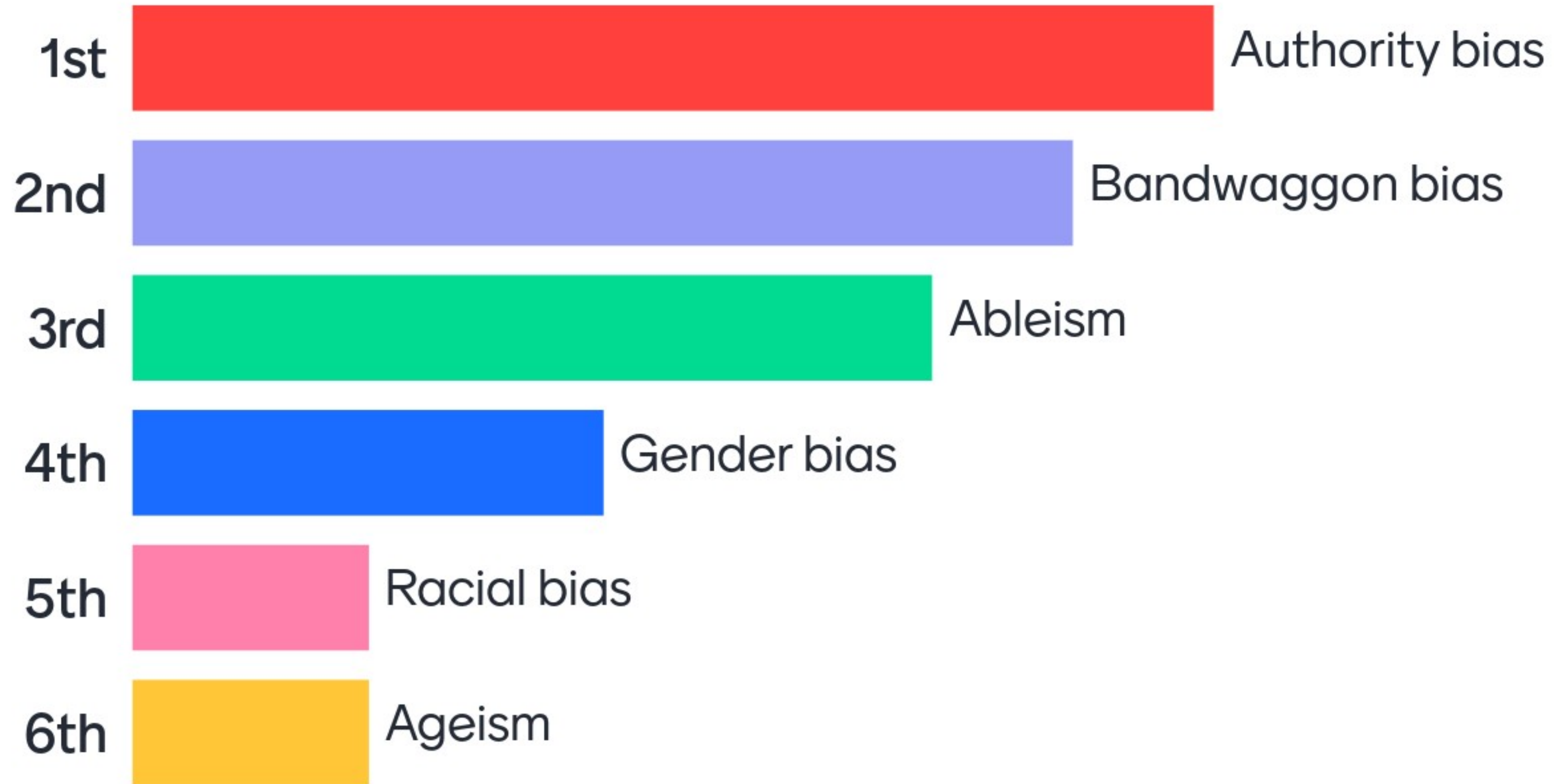


Almost 60% of women who work in hybrid environments feel they have been excluded from important meetings, and almost half say they do not have enough exposure to leaders, a critical enabler of sponsorship and career progression."

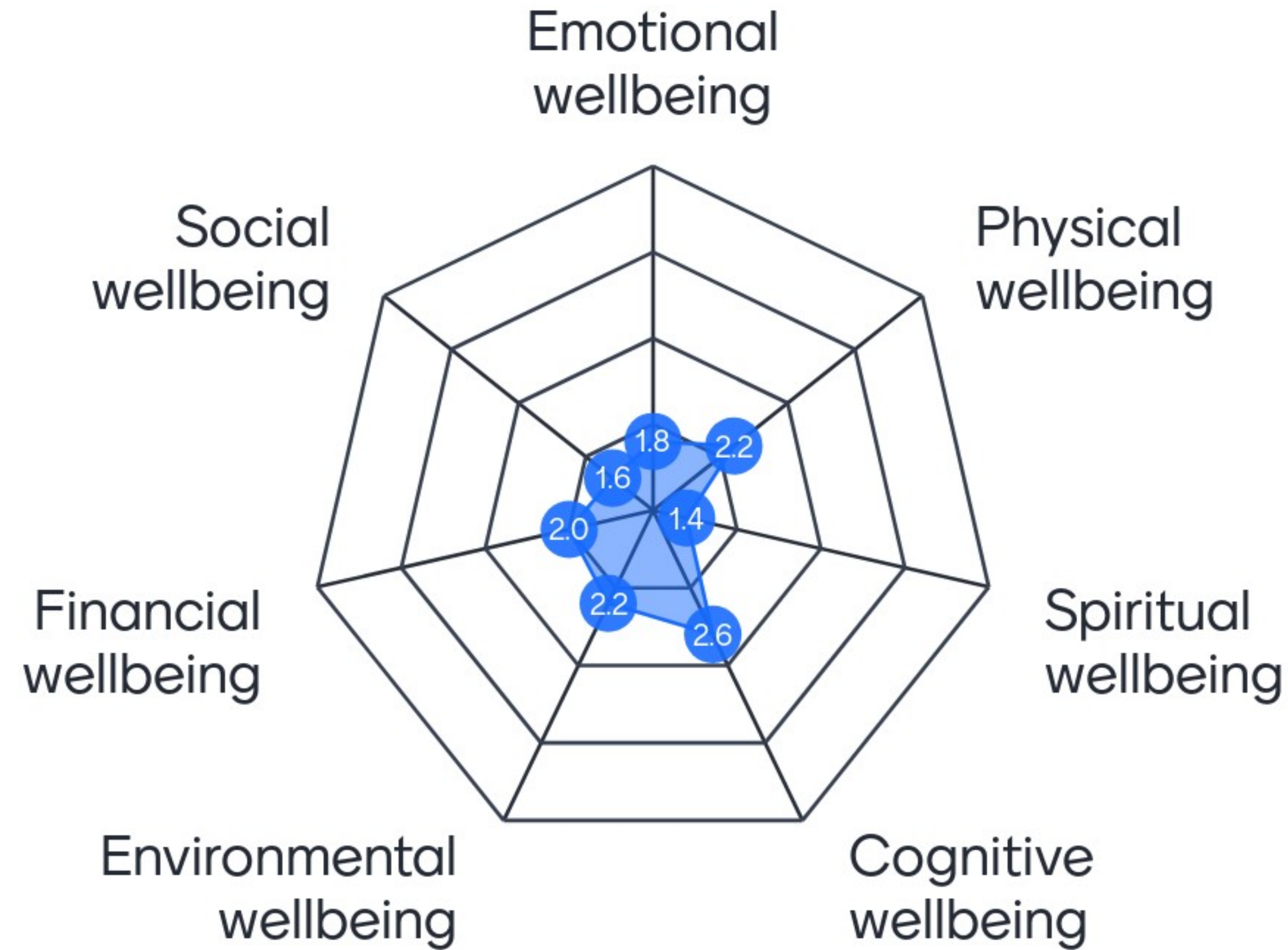
– Deloitte, *Women @ Work 2022: A Global Outlook*



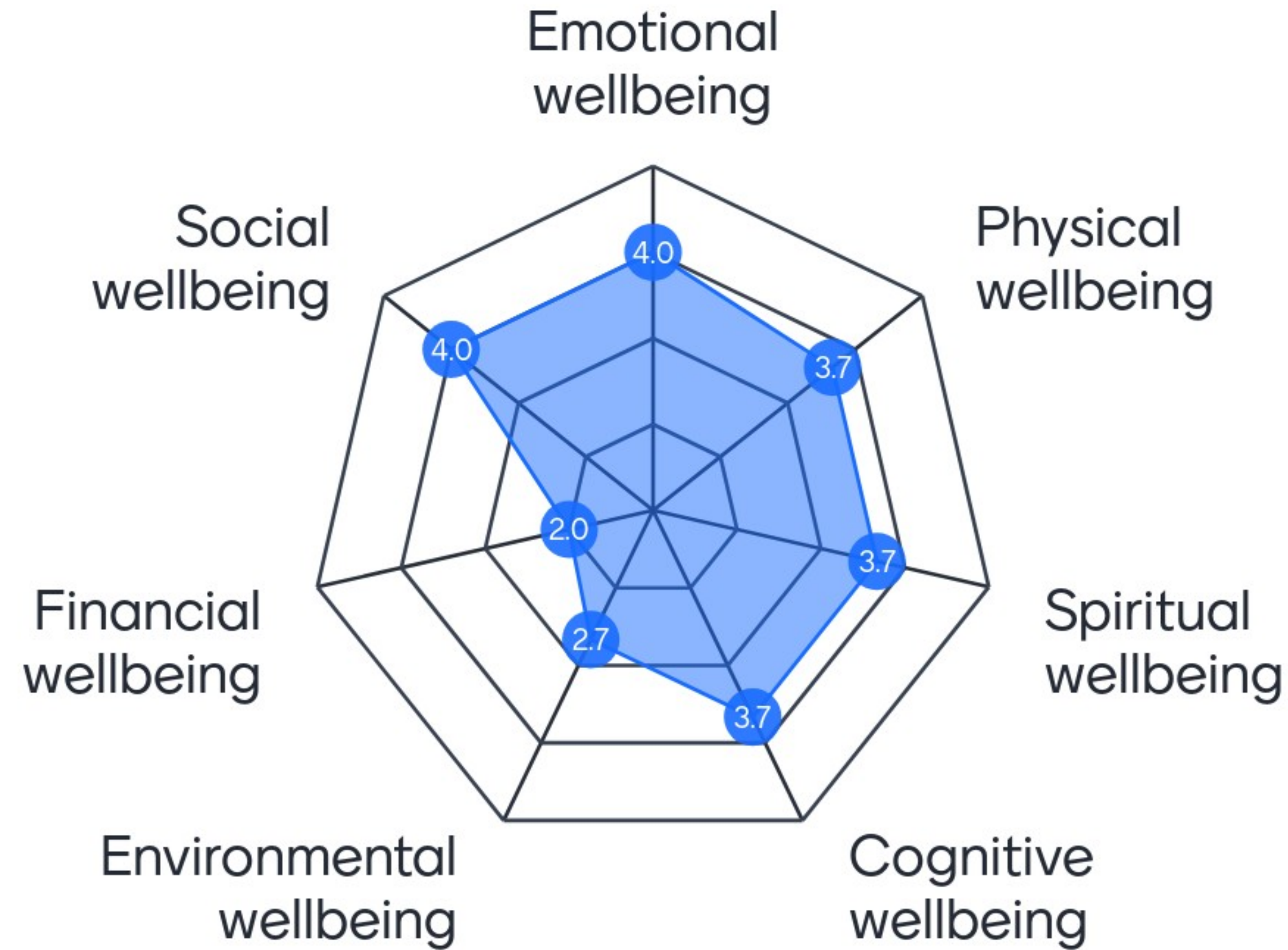
Which particular biases do you think will be most exacerbated in a hybrid context?



To what extent does *your organisation* look after these different aspects of your wellbeing?



To what extent do *you* look after these different aspects of your own/your colleagues' wellbeing?

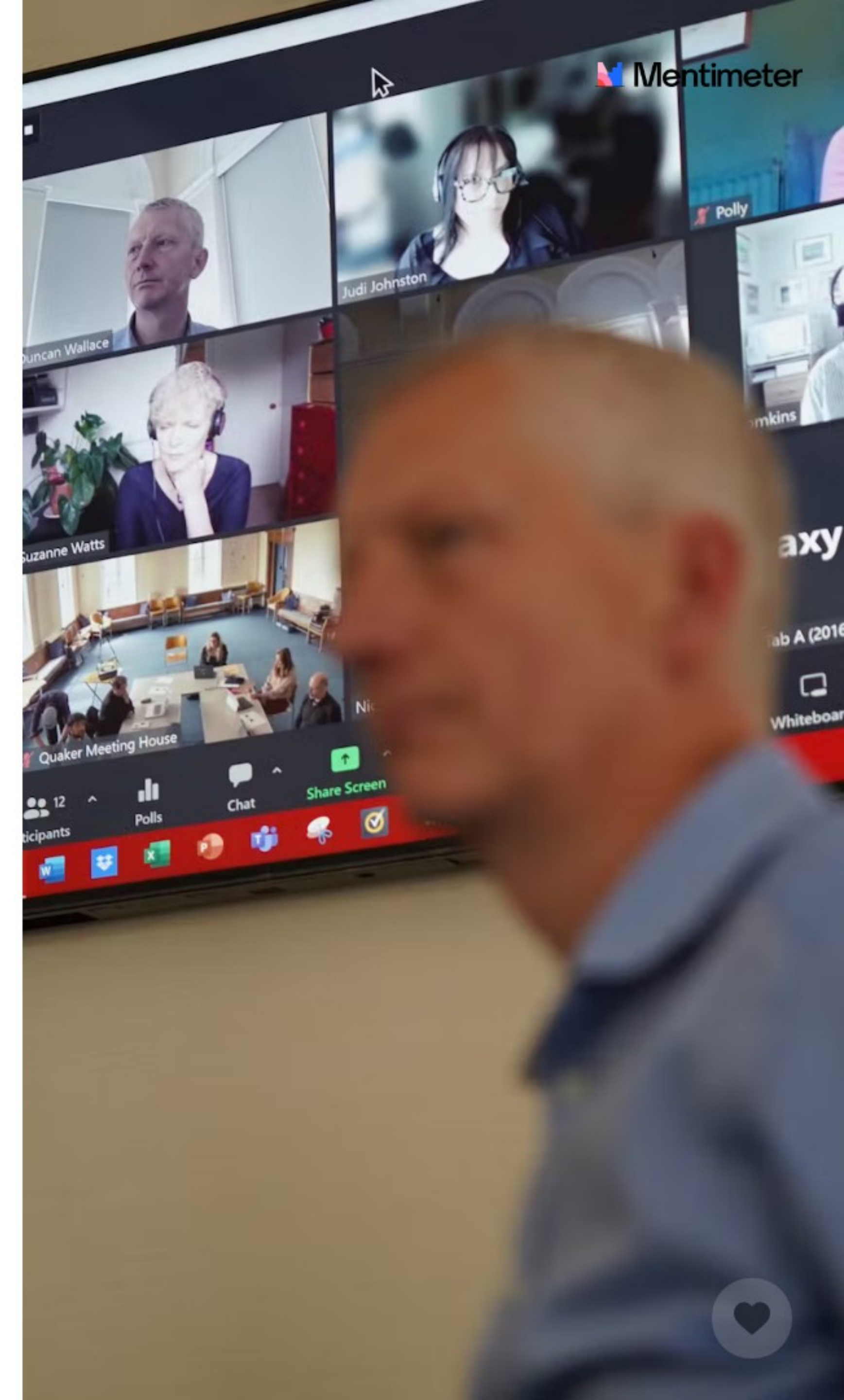


How can hybrid meetings improve the sustainability, accessibility or collaborative opportunities for your organisation?



Top Principles for Hybrid Meetings

- Get the meeting basics right
- Plan and conduct the meeting to maximise participation and engagement for ALL attendees.
- Allocate clear roles & responsibilities
- Embed a positive meeting culture
- Select the best technology and tools to enable objectives.
- Increase visibility
- Experiment, review and adapt



1 take away, 1 thing I'll do, how was the course.

Suggest to my team that we stick to remote team meetings whilst we take time to plan and prepare for effective hybrid team meetings.

Importance of training

my 1 takeaway: learning how to do a hybrid meeting effectively taps into all the best practices entailed in running a virtual, non-hybrid meeting / my 1 to do: let the takeaway sink in / Engaging presentation! but not target audience 4 presentation.

Not sure what I can do "now" but soon I think I can draw up guidance for holding online / hybrid / in person meetings. Possible draw out those features that are basic and common to all.

This has been really good

Discover my passion!

Purpose

Purposeful planning





Training Courses for all Levels

Bespoke Live Webinar for your workplace

Introduction to Hybrid Meetings – 1 hour equivalent *online*

How to do Hybrid Meetings Effectively – *online*
course at your own pace

How to do Hybrid Meetings Effectively – *Live in Edinburgh/Hybrid* course 16th and 23rd November AM's

How to do be a Producer of Hybrid Meetings – *online*
accredited - at your own pace

What Makes Hybrid Working Work Well – Module 1 -

Planning and Preparation – Module 2 - *online*

Running and Problem Solving Hybrid Meetings –
Module 3 - *online*

“Course was very helpful – useful to know about tech and some options for that and gave much to talk about.”

“Its given me an additional layer of richness in how I'll look at structuring future meetings”

“It was good to have this as a blended course to practice our skills and experience from both sides”