

12 practical tips to facilitate sessions in the hybrid classroom



Set up for success

Preparation is the mother of success. Include tech-checks and allocate time for questions, support and instructions.

- Explain the concept of the training program or event in advance, and the technology solution.
- Establish attendee norms and guidelines.
- Determine roles and responsibilities.
- Assign buddies: pair each remote participant with an onsite partner to support each other.



Show up on audio and video

Audio and video can make or break the experience. Crystal clear sound and views will make your hybrid session seamless, collaborative and engaging for everyone.

- Make sure all voices are heard in the room by placing microphones strategically: a ceiling one that will capture the voice of the instructor and onsite participants, and individual ones next to the screens displaying online participants.
- Add speakers in the room next to the screen of participants to convey the feeling of being in the same room.
- Install cameras to capture the facilitator, the onsite participants and the remote ones.
- Suggest or supply those joining online with quality cameras and microphones



Create an equitable and inclusive experience

Ask yourself: Can all program attendees be easily heard? Are they visible? Does everyone feel included in the conversation?

- Set up an environment where everyone has equal access to features and tools regardless of location.
- Have a remote-first mindset to help them feel included in the conversation.
- Use the platform tools when asking questions so that all can participate. For example, "If yes, click on raise hand, if not just click on no."

