



THREE POINT CHECK-IN



Thinking

Diversity

Outcomes



How to get the best
out of yourself and
your groups



Based on the work of Sam Kaner

this model will help you in the design, delivery
and assessment phases of your online
workshops

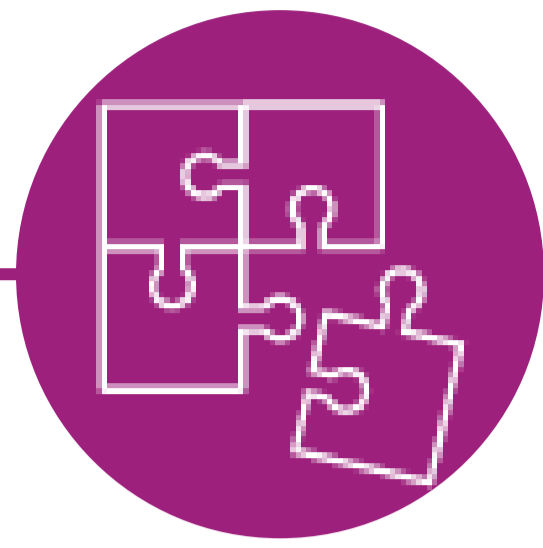


Core elements



DIVERSITY

Recognise, understand and give voice to the different types of people in the group along with the range of perspectives and experiences they bring.



THINKING

Slow down and make sure people have plenty of time to do their thinking. This includes (even in the online space) some quiet time for reflection.



OUTCOMES

Be clear and agreed on what the workshop needs to deliver. Use this as an anchoring point to think about and flag where you're headed with group.



Sam places each of the elements in a triangle, with you as the facilitator in the centre. Which is why he flags the tension between all three elements. That's because we need to regularly check whether we have the elements in balance, or if we're getting 'out of shape'.

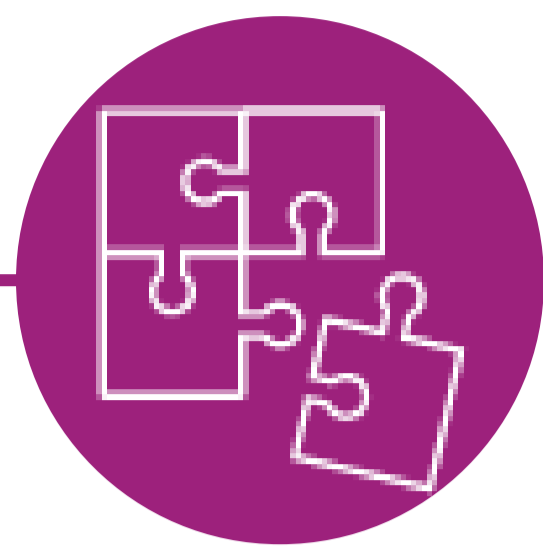
I love this model because I often get caught up in making sure the outcomes are delivered. These can be compromised if I haven't given enough time and space to tap into the diversity of the group, or provided sufficient opportunity for them to do some solid thinking about the issue at hand.

Tips for applying the model



DIVERSITY

I often use Padlet to get people connected online before a workshop. During workshops I try and get them into breakout groups as early as possible to encourage active contribution by participants. Kicking off with a quick poll is another way to get involvement early on in your workshop.



THINKING

I recommend letting people know beforehand the broad questions you'll be asking them to consider, so they have some space to explore them on their own. You can then use the workshop time to compare and understand different perspectives.



OUTCOMES

The first thing I try to make sure I'm clear on well before a workshop starts is the purpose of the workshop and the outcomes I'm trying to deliver. A handy guide on this is **POP**:

- PURPOSE** - What is the workshop or meeting trying to achieve?
- OUTCOMES** - What will be the results this event produces?
- PROCESS** - What tools and techniques will you use?

Summary

Obviously, this is a very brief overview of the three point check-in. If you really want to develop your online facilitation skills I can help you. I've teamed up with Cynthia Mahoney to deliver 'Facilitate Standout Online Experiences'. It's a four module program to help you to build, utilise and adapt your skills into the online environment. [Find out more](#) about the program and contact me to get onto our 2021 waitlist.

