

WAY BEYOND ORDINARY

DELIVER HIGH-IMPACT VIRTUAL EVENTS

Using Expertly Facilitated Breakout Sessions

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I help business leaders, educators and entrepreneurs design and deliver high value virtual courses and programs that have lasting impact.

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A NEW TWIST ON A PROVEN LEARNING METHOD

Virtual Events require a new twist on tried and true rules of facilitation and participant engagement. Today I want to talk about how we use Breakout Rooms to power up virtual events.

For right now, I want you to think of a virtual breakout room not like a traditional conference breakout room, but rather a table group within a live training or workshop.

CONTENTS

PART **1**

INCREASE INTERACTION, BUY-IN & RETENTION

Breakout rooms help you facilitate small group discussions, create engagement and community.

PART **2**

GUARANTEE COMPREHENSION

The best exercise in the world will fail without good instructions. There is a science to giving good instructions. Here is a step-by-step guide.

PART **3**

CLOSE THE GAPS

A good debrief assures that your audience walks away with the information you intended and reinforces the lessons.

PART **4**

CREATIVE USES FOR BREAKOUTS

Here are a few creative ways you can use a breakout to enhance learning, build community and increase engagement.

PART **5**

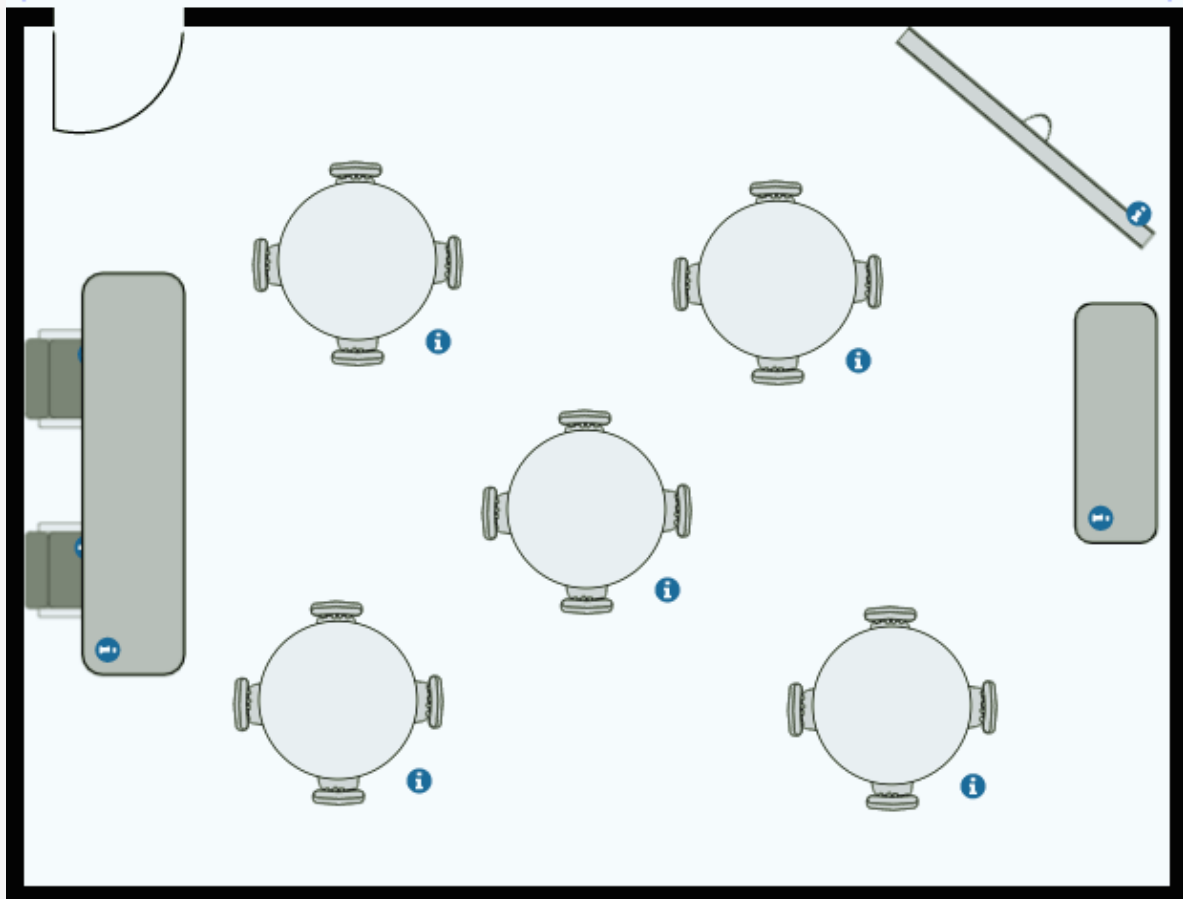
ADVANCED SKILLS BONUSES

If you're ready to take your virtual facilitation skills to a professional level, these resources will help get you there.

BENEFITS OF SMALL GROUP DISCUSSION

Let's start with why. Why are breakout rooms a good addition to your virtual event? Good instructional design requires a variety of engagement methods to accommodate a variety of learning styles AND to keep your attendees focused. Breakout rooms help you facilitate those small group discussions.

Table groups or breakout rooms are one great way to create intentional engagement. Here are a few ways you and your audience will benefit:



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INTERACTION | BUY-IN | RETENTION

INCREASED INTERACTION. SMALL GROUPS FEEL SAFER.

People are more apt to open up and talk when there is a small group of 4-5 people rather than a large room. In large groups, less confident or introverted attendees will yield to those in leadership and those more extraverted.

IMPROVED BUY-IN. PEOPLE DO NOT ARGUE WITH THEIR OWN DATA.

You can use breakout rooms as a way for small group brainstorming and problem solving. When you give attendees a chance to create their own solutions they are more likely to support the outcomes. This is a great way for organizations to create buy-in on new projects, programs and change.

INCREASE INFORMATION RETENTION. WHEN PEOPLE ENGAGE MORE CLOSELY WITH THE CONTENT THEY RETAIN SIGNIFICANTLY MORE INFORMATION.

Brain science has shown that people learn best by doing and teaching others. Small group discussions create a way for individuals to interact with content in these ways, resulting in long-term memory storage.

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GUARANTEE COMPREHENSION WITH GOOD INSTRUCTIONS

Commit yourself to giving great instructions. It will be the difference between an effective breakout activity and a waste of time.

Have you ever participated in an event where you were placed into a breakout room with a group of people. You arrive. Silence. Then someone speaks up and says, "So, what were we supposed to do?"

Good instructions are art and science. They need to be well thought out and practiced. Yes,

than you think.



7 STEPS TO CLEAR INSTRUCTIONS

01

IN A MOMENT...

Let them know you are about to give instruction. This simple statement captures attention and the brain wants to know what's next – what's coming in a moment.

02

TELL THEM THE TASK THEY WILL BE WORKING ON OR QUESTIONS THEY WILL BE DISCUSSING

03

TELL THEM THERE WILL BE A GROUP LEADER AND THE ROLE OF THE GROUP LEADER.

Their role is to take notes, make sure everyone gets a chance to contribute, keeps time, etc.

04

TELL THEM HOW LONG THEY WILL HAVE

05

TELL THEM HOW TO DETERMINE WHO THE GROUP LEADER IS

06

ASK "WHAT QUESTIONS DO YOU HAVE?"

This phrasing encourages questions by assuming there are some.

07

OPEN ROOMS

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THE GOLDEN SCRIPT



HERE IS HOW GOOD INSTRUCTIONS SOUND:

In a moment I'm going to send you into breakout rooms. You will be in a room with 4 other people.

I'm going to ask you to answer the following question. Why is pizza better than tacos?

You will need a group leader and scribe to record the key ideas, keep track of time and make sure everyone in the group has a chance to contribute.

You will have 7 minutes to complete this activity.

The group leader is the person who is wearing the brightest color shirt.

What questions do you have?



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CLOSE THE GAP WITH A WINNING DEBRIEF

Your debrief should do the following:

01

BRING CONTEXT TO THE ACTIVITY.

02

**ALLOW YOU TO HIGHLIGHT KEY
LEARNING POINTS.**

03

**TELL YOU IF YOU GAVE CLEAR
INSTRUCTIONS.**

Every activity that you ask participants to do should have a purpose or intent. Prepare 3-4 questions related to your intention for the breakout exercise. These questions should lead the discussion to your intended outcome.

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GET CREATIVE WITH BREAKOUTS

Here are a few ways you can use breakout rooms to bring a welcome change to your virtual program.

Create competition: Send a challenge or question to all rooms using the broadcast message function. The first room to send their leader back to the main room with the correct answer gets a point. Then broadcast that there was a winner of that round and the correct answer. Continue through several rounds.

Present a slide or image prior to moving people into rooms. Ask attendees to take a picture of the information on the slide. These could be questions, a quiz, or a chunk of content, or scenario to be role-played. This allows you to share more content without having to provide handouts or downloaded materials.

Brainstorming. Present each group with a topic or challenge they will brainstorm solutions to. Have them create a list to share. Take a photo of the completed list and when they return to the main room have them share the picture in the chat window, or share screens.



||

**What is the
story you want
people to tell
after leaving
your event?
Design it with
that in mind.**

-
Sheri Bennefeld

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ADVANCED SKILLS BONUSES



VIRTUAL EVENT DESIGN MENU

19 top rated participant engagement activities designed for maximum learning retention.

[MORE INFO](#)



TOP 7 PRO TIPS

Your get-started guide to leading engaging virtual events. These tips help you reduce the overwhelm and start creating your program today.

[MORE INFO](#)

CYBER SICKNESS MAY IMPACT UP
TO 70% OF PEOPLE
AND NOW IT'S IMPACTING ONLINE EVENT ATTENDANCE



CYBER VERTIGO REMEDIES

Cyber sickness or cyber vertigo is a real thing and it impacts up to 70% of people and it's impacting attendance at virtual events. These remedies and applications can help you reduce the impact for your audience.

[MORE INFO](#)

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CLIENT TESTIMONIALS



JOANNE CAIN

We brought Sheri on a month or less before the event, and she **quickly assessed our needs**. She made simple recommendations that **made things easier**, did a full on virtual meeting to go over everything, and included a dry run in her package.



ANN WARD

I trust Sheri to produce virtual training and events because she is professional, thorough, quick to solve problems, and able to offer terrific ideas for **continuous improvement to our client experience**. Sheri has extensive knowledge of Zoom as well as **presentation best practices** which makes her a great fit for anyone wanting a professional touch on their virtual events.



PAULA ZERDES

I hired Sheri to help me set up and run a Zoom Virtual Vendor Showcases and create promotional flyers for my virtual events. She is the most organized and cool under pressure person I have ever met! Everything that I asked her to do, was done quickly and efficiently. She **definitely took a lot of pressure off of me**. I highly recommend her!

THANK YOU!

Breakout room and small group sessions are just one of many ways to create engagement in your virtual programs. If you would like help designing your high-value high-engagement virtual event let's talk.

Email me at sheri@waybeyonddordinary.com

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