

RESOURCES FOR FACILITATING HYBRID MEETINGS



Conducting hybrid meetings requires preparation as they are more complex to facilitate than meeting in-person or virtually. To ensure an inclusive, productive and professional experience for all attendees, here is a list of resources...

County Resources

[Technology Services and Solutions](#)

[Virtual Meeting Solutions](#)

[Microsoft Teams Support](#)

[The Learning Organization's Solutions Hub: Discover Ways to Work Differently](#)

sccLearn Resources

[Contributing as a Virtual Team Member](#) (online course, 17 min)

[Mastering Virtual Teams: Strategies, Tools, and Techniques That Succeed](#), (book)

[Microsoft Teams Bundle](#) (multiple books, videos)

[Microsoft 365 Fundamentals: Office 365 & Collaboration](#) (online course, 41 min)

[Zoom: Supplemental Resources](#) (Bundle)

Additional Resources Online

[How to Have a Hybrid Meeting That Works for Everyone](#) (YouTube video, 6:29 min)

[What It Takes to Run a Great Hybrid Meeting](#) (Harvard Business Review)

[Where To Start With Hybrid Meetings](#) (The Grove-webinar 35 min)

[Zoom Video Tutorials](#) (Online ZOOM Help Center)

Disclaimer: Our web pages contain links to websites of organizations outside the County. While we offer these links for your convenience in accessing additional resources about specific topics, please be aware that the policies that apply to our website may not be the same as the terms of use for other websites outside the County. For more information, please go to the [County of Santa Clara Links Policy](#).