



A BREAKOUT STAR

BREAKOUT ROOM USES & BEST PRACTICES

IMPACT ON TEAM MEMBERS:

Positive: If they are clear and productive, team members engage one another and have a chance to discuss in small groups.

Negative: If they don't know what to do, what the outcome/purpose is or they are generally lost.

BENEFIT TO MANAGER:

Floating between breakout rooms provides you with observational information about how the team members work together and where they need additional support once they come back to the main room.

BREAKOUT ROOM CHECKLIST

- I set a clear goal for their discussion/task
- I reviewed what they are to do
- I asked someone to repeat the directions
- I set a time limit
- I asked if they have questions
- I asked how it went when they returned

WHY?

- You have a specific task or idea and you would like smaller groups to workshop or discuss together.
- You want to help connect your team virtually.

WHEN?

- At any point in the team meeting that requires discussion.

HOW?

- Include the directions on a slide and be extremely clear about the desired breakout room outcome.
- Make sure people understand how to get in and out of the room.
- When you get into the breakout room, one person makes a statement of the outcome.
- Start with short breakout rooms of 10-15 mins. Extend up to 60 mins later in your training path once learners are comfortable with the technique and demonstrate they are having a good experience.