**Favorite Tools for Virtual and Digital Facilitation**

As a Certified Master Facilitator with a firm that specializes in professional facilitation, I am always looking for ways to help clients be more effective and efficient with time and resources. And, while I believe strongly in the power of personal “live” facilitation, I also know that many times virtual “digital” facilitation can work better! Just don’t fall into the trap of thinking it’s easier or less work to facilitate virtually – in many ways it’s even more process oriented and requires more work on the front end to make the meetings engaging, fun, and create outcomes such as trust, better communication and strengthened relationships.

These are some of the tools I have used with clients (and in my own virtual business) to manage meetings, tasks, and share information. Since most of our clients are public and nonprofit agencies, these tools may not work as well for a small business owner!

Virtual Meetings

[Zoom](https://www.zoom.us/)

[Skype](https://www.skype.com/en/)

[Google Hangouts](https://gsuite.google.com/products/meet/?utm_source=google&utm_medium=cpc&utm_campaign=na-US-all-en-dr-bkws-all-all-trial-e-dr-1008072&utm_content=text-ad-none-any-DEV_c-CRE_425523687271-ADGP_Hybrid%20%7C%20AW%20SEM%20%7C%20BKWS%20~%20EXA%20%2F%2F%20Hangouts-KWID_43700052388919040-kwd-364236477357&utm_term=KW_googlehangouts-ST_googlehangouts&gclid=Cj0KCQjwx7zzBRCcARIsABPRscMemrEhu07A6WNwkR05o3Lm_OKfPX1baRVQJs387daKUz2_vBNVy5YaAh_zEALw_wcB&gclsrc=aw.ds)

[GoTo Meeting](https://www.gotomeeting.com/)

[Free Conference Call](https://www.freeconferencecall.com/)

Surveys and Polling

[Poll Everywhere](https://www.polleverywhere.com/)

[[SurveyMonkey](https://www.surveymonkey.com/)](https://www.surveymonkey.com/welcome/sem/?program=7013A000000mweBQAQ&utm_bu=CR&utm_campaign=71700000059045632&utm_adgroup=58700005410222026&utm_content=43700049190995539&utm_medium=cpc&utm_source=bing&utm_term=p49190995539&utm_kxconfid=s4bvpi0ju&msclkid=1b5bade47d0b1b229b6ef394a8605af2)

[FormStack](https://www.formstack.com/)

[GoogleForms](https://www.google.com/forms/about/)

[Kahoot!](https://kahoot.com/mobile-app/)

Managing Virtual Employee Tasks

[Monday.com](https://monday.com/)

[Trello](https://trello.com/en-US)

[Basecamp](https://basecamp.com/)

[Asana](https://asana.com/premium?utm_campaign=Brand--NAMER--EN--Core--Desktop--Exact&utm_source=google&utm_medium=pd_cpc_br&utm_content=409718490665&gclid=Cj0KCQjwx7zzBRCcARIsABPRscMTq1RypXVIXl9VnB-vtoNisIsrlKDc6-xPrfeqliacFmnkCJG0-sUaAmEUEALw_wcB)

Resource Management

[Google Drive](https://www.google.com/drive/)

[Monday.com](https://monday.com/)

[One Drive](https://products.office.com/en-us/onedrive/online-cloud-storage)

[DropBox](https://www.dropbox.com/h)

Documentation and Creation of Handouts

[Konveio](https://konve.io/)

[[Power Point](https://office.live.com/start/powerpoint.aspx)](https://products.office.com/en-us/powerpoint)

[Google Slides](https://www.google.com/slides/about/)

[Slido](https://www.sli.do/)

Graphic Design

[Design Pickle](https://designpickle.com/)

[Fiverr](https://www.fiverr.com/)

Outreach and Correspondence

[Mail Chimp](https://mailchimp.com/)

Online Whiteboards

[Miro](https://miro.com/?utm_source=google&utm_medium=cpc&utm_campaign=%7b_utmcampaign%7d&utm_term=miro&utm_content=379445593613&xuid=Cj0KCQjwx7zzBRCcARIsABPRscNsZLso0R6IToeCyhvXcqT0raEDdcZOTmYC58NeGMMluhtKe-dMBR8aArNeEALw_wcB&gclid=Cj0KCQjwx7zzBRCcARIsABPRscNsZLso0R6IToeCyhvXcqT0raEDdcZOTmYC58NeGMMluhtKe-dMBR8aArNeEALw_wcB)

[Stormboard](https://stormboard.com/)

Online Courses and Presentations

[Teachable](https://teachable.com/)

Live Webinars

[Zoom](https://www.zoom.us/)

[Webinar Jam](https://home.webinarjam.com/index)