

# Facilitating Virtual Meetings: Comprehensive

Learn techniques experts use to minimize multi-tasking and maximize engagement.



Leadership  
Strategies

## Overview

Virtual meetings can save an organization time and money associated with travel costs. However, they also create an environment where participants may be less engaged than if they were attending meetings in person.

This has generated an enormous need for facilitators to have the necessary tools to produce the same optimal results in virtual meetings that rival those of in-person meetings. Today's virtual meeting facilitators need to learn and practice the necessary techniques to maximize results while minimizing group dysfunction.

## Why It Works

Through Leadership Strategies' *Facilitating Virtual Meetings: Comprehensive* offering, facilitators learn how to combine technology with facilitation methods to increase productivity and improve meeting outcomes.

The course is designed for people who frequently facilitate meetings where some or all participants are remote and may be dealing with meeting dysfunction. *Facilitating Virtual Meetings: Comprehensive* delivers a curriculum where facilitators can practice the proven methods that separate great facilitators from good ones.

Unlike other facilitation courses, *Facilitating Virtual Meetings: Comprehensive* leverages Leadership Strategies' proven "PDI Difference" approach to training. This methodology promises Practical techniques, Dynamic instructors and Interactive exercises. Eighty percent of the curriculum is focused on providing facilitators with the ability to practice the techniques they'll use to effectively engage groups while transforming virtual meeting cultures.

## Learn How To

- Fully prepare your meeting "place"
- Build group engagement through virtual activities
- Manage dysfunction and disagreements
- Reduce or eliminate multi-tasking
- Maintain high energy
- Build consensus
- Close meetings in a constructive manner

## Ideal For

- **Project Managers / Analysts /**
- **IT Professionals / Sales / Consultants**

## Who Need To

- Lead a task force virtually
- Establish a strategic direction
- Run better meetings
- Get a business process operating efficiently
- Establish performance objectives
- Work through conflict/internal strife
- Define the specific needs of a user community

## Duration

Three days (Six 3-hour sessions with breaks)

## Objectives

- Define the role of a facilitator
- Identify the key facilitation principles
- Describe the best practices related to each principle in a virtual setting
- Provide students with facilitation practice and performance feedback

*Facilitating Virtual Meetings: Comprehensive* covers 10 principles and three exercises. Each day is divided into two sessions (with breaks) examining 2-3 principles and allowing time for review. See detailed class agenda on back.

## DETAILED AGENDA

DAY 1	DAY 2	DAY 3
<p><b>SESSION 1</b></p> <p>A. Opening &amp; Getting Started</p> <p>B. The Facilitation Process</p> <p><i>Break (5 minutes)</i></p> <p>C. Principle 5: Information Gathering</p>	<p><b>SESSION 3</b></p> <p>Welcome &amp; Review</p> <p>Exercise 1: Starting</p> <p><i>Break (5 minutes)</i></p> <p>F. Principle 3: Focusing the Group</p> <p>G. Principle 4: Respecting the Power of the Pen</p>	<p><b>SESSION 5</b></p> <p>Welcome &amp; Review</p> <p>I. Principle 7: Consensus Building</p> <p><i>Break (5 minutes)</i></p> <p>J. Principle 8: Keeping the Energy High</p> <p>K. Principle 9: Closing the Session</p>
<p><b>SESSION 2</b></p> <p>D. Principle 1: Preparing for Success</p> <p>E. Principle 2: Getting the Session Started</p> <p><i>Break (5 minutes)</i></p> <p>Review</p> <p>Homework &amp; Close</p>	<p><b>SESSION 4</b></p> <p>Exercise 2: Listing</p> <p>H. Principle 6: Managing Dysfunction</p> <p><i>Break (5 minutes)</i></p> <p>Exercise 3: Dysfunction</p> <p>Review</p> <p>Homework &amp; Close</p>	<p><b>SESSION 6</b></p> <p>L. Principle 10: Agenda Setting</p> <p>Review</p> <p>Next Steps &amp; Close</p>