

Facilitating Virtual Meetings: Essentials

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



Leadership
Strategies 

Why it Works

Are you wondering how you can cut down on employee travel costs for meetings? Are you looking to solve this through the use of more virtual meetings, but you're worried about maintaining the quality and productivity of them? This course equips you with a step-by-step guide to improve the way you run virtual meetings. Starting with an understanding of the common problems with virtual meetings, this course provides specific techniques you can use right away. Our energetic instructors use our Practical, Dynamic, Interactive approach — the PDI difference — to keep you engaged and the class highly interactive.

Learn How To

- Start and end virtual meetings on time
- Minimize technical issues
- Overcome time differences and language barriers
- Create and communicate the agenda
- Keep remote participants engaged
- Minimize distractions and multi-tasking
- Manage dysfunctional behavior
- Handle disagreement
- Collect feedback from remote participants
- “Read” body language/non-verbal cues virtually
- Facilitate virtual group interaction
- Create a “team” feel among remote participants
- Bring the virtual group to consensus
- Close the session with clarity and commitment

Ideal For

Meeting leaders seeking to begin holding virtual meetings or drastically improve the quality and output of their current virtual meetings, including:

- **Supervisors / Managers / Product & Project Managers/ Total Quality Facilitators / Trainers / Strategic Planners / Business Analysts / Reengineering Teams**

This course is also ideal for companies that have meetings with offsite people such as:

- **Remote Employees / Contractors / Vendors**

Duration

1.5 Days (*this is an online class*)

Objectives

- Identify the role of virtual meetings, the different meeting types, and how to avoid unnecessary meetings
- Describe typical problems with virtual meetings
- Define the qualities of a masterful virtual meeting
- Provide a starting set of meeting rights to empower participants
- Describe detailed techniques for achieving masterful virtual meetings
- Give practice in using the techniques to run masterful virtual meetings
- Provide a roadmap for transforming virtual meetings throughout your organization
- Provide techniques to use when you are not the virtual meeting leader

AGENDA

Day 1

- Getting Started
- Masterful Meetings Vision
- Preparing for the Meeting
- Starting the Meeting
- Executing the Meeting
- Information Gathering
- Review

Day 2

- Closing the Meeting
- Handling Dysfunction
- Handling Disagreement
- The Master Plan for Transforming Meetings Organization-wide
- Next Steps

Why Take This Course?

This course equips you with a step-by-step guide for transforming virtual meetings at your organization. You will create a culture in your organization that permanently changes the way people run meetings “from the cloud,” allowing you to tackle the most common challenges.

What is Covered?

The course covers the four components of the masterful virtual meetings framework. Together, these components provide a vehicle for you to ignite a revolution that transforms the meetings throughout your organization.

Your Virtual Meeting Rights: Discover the tools for empowering meeting participants to make unproductive virtual meetings unacceptable.

Virtual Meetings Vision: Understand the vision of *Facilitating Virtual Meetings: Essentials* and the role meeting leaders and meeting participants play in realizing this vision.

Virtual Meetings Blueprint: This course provides a roadmap for meeting leaders to prepstart, execute and close virtual meetings by overcoming a series of “what if” scenarios.

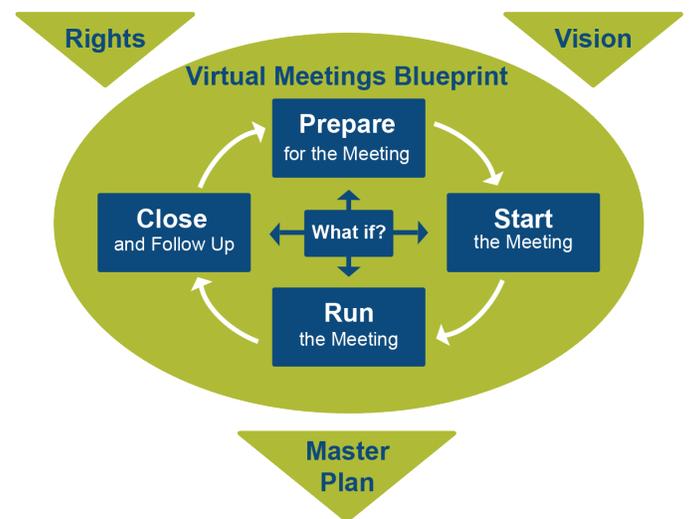
- What if there is dysfunctional behavior?
- What if there is disagreement?
- What if the meeting leader is not leading?

The Master Plan: While the Virtual Meetings Blueprint provides a guide for meeting leaders to run a great virtual meeting, the Master Plan provides a guide for organizational leaders to transform all virtual meetings inside the organization.

The Master Plan covers key steps for transformation, including:

- Gaining buy-in from the organization’s leaders to implement the masterful virtual meetings framework
- Establishing a baseline that measures the current effectiveness of meetings
- Putting in place a transformation team
- Providing support and skill-building opportunities
- Implementing accountability
- Rewarding successes
- Measuring and sustaining progress

FACILITATING VIRTUAL MEETINGS



Other Features

Spring Forward – We encourage you to implement your learning by providing a 60-day check-in to confirm your progress. At the end of the course, you will be asked to indicate at least one technique you will implement in the next 30-45 days. We then follow up to check your progress.