

# Virtual Meetings Series

Leadership  
Strategies 



Learn the proven virtual facilitation techniques that generate powerful group results.

## Why it Works

This online, instructor led course covers the processes of leading successful virtual meetings. It covers the most common issues faced when leading virtual meetings and provides techniques for efficiently and effectively addressing them. This course provides strategies for how to prevent, detect, and resolve dysfunctional behavior as well as how to move from disagreement to consensus. It also delves deep into advanced virtual meeting techniques such as how to list and brainstorm in a virtual environment and track time against an agenda.

Our proprietary approach to training: the Practical, Dynamic, Interactive difference - **Practical** techniques that can be immediately applied, **Dynamic**, high energy energy instructors, and **interactive** exercises - ensures results

## Learn How To

- Get started using a virtual platform
- Understand the different types of virtual meetings and their purposes
- Prepare agendas, create ground rules, and set objectives
- Start virtual meetings on time, gather information effectively, and close the meeting masterfully
- Identify and manage dysfunctional behavior
- Understand and address disagreement
- Keep virtual groups on track and focused

## Ideal For

- **Anyone who leads virtual meetings / Managers / Executives / Facilitators / Consultants/ Sales Professionals**

## Who Needs to

- Run better virtual meetings

## Duration

Three 1/2 day Sessions

## Objectives

- Identify how a Masterful Meeting Leader prepares for, starts, and executes a successful virtual meeting
- Describe best practices for gathering and disseminating information before, during, and after a virtual meeting
- Present strategies for engaging virtual meeting participants
- Provide techniques for identifying and addressing dysfunction and disagreements

## AGENDA

### Day 1 - Virtual Meetings 101

- Masterful Meeting Vision
  - Understanding Virtual Meeting Types
  - What is a Masterful Meeting – Definition and Characteristics?
  - Virtual Meetings: Facilitator, Participant, Other Roles
- Masterful Preparation
  - How a Masterful Meeting Leader Prepares
  - The 6 Ps of Preparation
  - How to Avoid Having Meetings
- Masterful Start
  - Strategies for Starting On-Time
  - Set the Stage with Your Opening Words
  - Introduction to Masterful Starting Questions
  - Establish Ground Rules and Parking Boards
- Masterful Execution and Close
  - Checkpoints to Start Each Agenda Item
  - Gathering Information
  - Checklist for Execution and Closing

### Day 2 - Virtual Meeting 201

- Opening
  - Review Session Objectives and Ground Rules
  - Review how to start a session
  - Review Masterful Meeting Vision, Preparation, Start, Execution and Close
- Managing Dysfunction
  - Understand and prevent Dysfunctional Behavior
  - Detect Non-Verbal Cues
  - Address Dysfunction Effectively
- Addressing Disagreement
  - The Dysfunction Model
  - Why Do People Disagree and Levels of disagreement
  - How to use resolution techniques: Delineation, Strengths and Weaknesses, Merge, Converge, 5-Finger Consensus

### Day 3 - Virtual Meetings 301

- Opening
  - Review Session Objectives and Ground Rules
  - Review how to start a session
  - Review Masterful Meeting Vision, Preparation, Start, Execution and Close
  - Review of Managing Dysfunction and Addressing Disagreement
- Focusing and Questioning
  - Keeping a Group Focused
  - Using PeDeQs
  - Listing, Recording and Brain Storming
  - Using Reacting Questions
- Virtual Engagement Strategies
  - Use of Virtual Engagement Strategies:
    - Round Robin
    - The Whip
    - Rotating Flip Charts
    - Dump and Clump
    - Elevator Speech