

Virtual Meetings Series

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



Leadership
Strategies 

Why it Works

These online, instructor led courses cover the processes of leading successful virtual meetings. 101 covers the most common issues faced when leading virtual meetings and provides techniques for efficiently and effectively addressing them. 201 provides strategies for how to prevent, detect, and resolve dysfunctional behavior and how to move from disagreement to consensus. 301 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 (PDI) Difference ensures results. — **Practical** techniques that can be immediately applied; **Dynamic**, high energy instructors; and **Interactive** exercises and practice sessions. To date, over 95% of attendees have rated this course as THE BEST or ONE OF THE BEST courses they've ever taken!

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.
- Keep virtual groups on track and focused.

Ideal For

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

Who Needs to

- Run better virtual meetings

Duration

3 Half 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

101

- Getting Started
- Masterful Meeting Vision
- Masterful Preparation
- Masterful Start
- Masterful Execution and Close

201

- Opening and Review of 101
- Managing Dysfunction
- Addressing Disagreement

301

- Opening and Review of 101 and 201
- Focusing and Questioning
- Virtual Engagement Strategies