

Designing & Leading Great Virtual Meetings

Workshop Overview

BACKGROUND: As travel costs rise, demands on our time increase and our concern for environmental impact rises, more and more meetings are being held virtually. This new environment requires us to adapt existing skills and learn new ones in order to design and lead meetings that get results. Whether you are a team member, lead a task force, chair a committee or manage a department this workshop provides a unique opportunity to develop your ability to design and lead great virtual meetings.

THE LEARNING OPPORTUNITY:

- Gain a clear understanding of the virtual meeting environment
- Choose the right tools and techniques to meet objectives
- Design powerful processes that work in a virtual setting
- Develop confidence in managing behaviour during a virtual meeting
- Practice new skills in a safe environment

WHO SHOULD ATTEND:

- Project managers, business analysts
- Team Leaders
- Professionals who need to increase productivity and collaboration during virtual meetings
- Six Sigma and Lean Professionals
- Internal Consultants
- Managers of any level who run virtual meetings



Day One Agenda	Day Two Agenda
<p>Module One: The Virtual Meeting Environment</p> <ul style="list-style-type: none"> • Virtual versus face-to-face meetings • Exercise: Choosing the right meeting based on scenarios • Review: Giving and receiving feedback 	<p>Module Three: Planning a Virtual Meeting</p> <ul style="list-style-type: none"> • The 4 P's - Purpose, Planning, Process and Preparation • Case Study #1: Prepare meeting plan
<p>Module Two: Virtual Meeting Tools & Techniques</p> <ul style="list-style-type: none"> • Adapting traditional techniques for the virtual environment • Exercise: Presenting in the virtual environment • Exercise: Discovery and practice with tools • Exercise: Select tools and techniques based on scenarios 	<p>Module Four: Leading a Virtual Meeting</p> <ul style="list-style-type: none"> • Opening, managing process and behaviour and closing • Exercises: Maintaining engagement, vocal tone, interventions • Case Study #2: Facilitation Skill Demonstration

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Workshop Outcomes

Module One: The Virtual Meeting Environment

- Understand how the virtual environment changes meeting dynamics
- Practice choosing when to hold virtual meetings versus other meeting modes or methods of communication

Module Two: Virtual Meeting Tools & Techniques

- Experience the tools available in the technology
- Understand how the tools compare to those used in face-to-face meetings
- Practice using a variety of techniques
- Learn how to adapt traditional face-to-face techniques to the virtual world



Module Three: Planning a Virtual Meeting

- Understand why planning and preparation are essential
- Experience establishing meeting purpose and objectives
- Choose the tools & techniques that will achieve your objectives
- Set up a virtual meeting that sets the tone you want
- Design an agenda and process that gets the results you want

Module Four: Managing a Virtual Meeting

- Explore how you can apply the elements of face-to-face meetings to virtual meetings
- Experience how to maintain engagement and participation
- Discuss the importance of vocal tone for the leader
- Gain insights into reading participant vocal tone
- Learn how to manage common issues that arise in virtual meetings
- Practice using interventions that work in the virtual environment

Collaborative meetings. Expert results.