

Running Effective Virtual Meetings

Virtual Class

This facilitator led Virtual Classroom provides leaders and teams who work remotely with tools, strategies and techniques to effectively communicate and collaborate in virtual meetings using the technology available to them.

Snapshot

Duration: 1 x 90 minutes

Category: Running Effective Meetings

Platform: Adobe Connect

Learning Outcomes

At the end of this program you will be able to:

- Explain the nature of virtual teams
- Recognise the potential communication and language barriers in virtual teams and apply strategies to mitigate their impact
- Identify the 3 stages of the meeting process
- Discuss the elements of contracting to begin a virtual meeting
- Recall strategies for keeping meeting participants focused
- Describe typical difficult attendees and how best to deal with them
- Develop strategies to enhance the efficiency and outcomes of virtual meetings
- Lead virtual meetings seamlessly and effectively



Session - Content Overview

- The nature of virtual teams
- Challenges of meeting remotely
- Communication, cultural and language barriers
- Using technology for virtual collaborations
- Preparing for virtual meetings and structuring meetings logically with agendas
- Identifying the different skillsets required for leading virtual meetings and the specific behaviours needed to keep people engaged
- Flexing your own natural style to meet the challenges and demands of virtual conversations
- Applying quality communication skills to elevate the virtual conversations and engage the team
- Contracting and rules of engagement - creating a virtual 'code of conduct' for meetings
- Managing the virtual challenges, i.e. silence and everyone talking over one another
- Managing difficult participants
- Engaging with the 'quiet guy'
- Bringing the team to quality group decision-making
- Closing with confidence – summarising and action plans



Thank you

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*I can attest that MCI Solutions absolutely deliver on their promise of innovation. The quality of the content is excellent, the calibre of facilitators is great, and I think the participant experience **really sets MCI Solutions apart.***