

# Lead Virtual Meetings

Virtual meetings bring with them even more challenges than meetings that are held in-person. Join this session to explore how you can optimise your time during meetings to achieve the best possible outcomes. Engage all team members in the meeting and ensure that they participate fully in conversations through by making active contributions. Consider how you plan for your meeting, what the processes and techniques are that can be applied during the meeting and what type of follow-up happens.

## Snapshot

Duration: 90 minute

## 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