Make Meetings Matter: Virtual Meeting Strategies
PROD103; 1 Day, Instructor-led

Course Description
The use of virtual meetings has grown at 80% in global companies. Also, 50 percent of employees now belong to virtual teams. The ability to lead virtual meetings in today’s global business economy is now a required critical skill. Yet, the average virtual meeting today lacks energy and results.

In this class, you will focus on the key business drivers which support the rise in virtual meetings. You will learn the 3 key areas where virtual meetings differ from co-located meetings and strategies for overcoming these differences. Apply a heavily practiced and researched meeting facilitation methodology to create meetings that work – every time. Plan for technology so it can help instead of a hindering participant engagement and use a feedback process to engage participants and consistently create effective virtual meetings.

Audience
- Individuals and leaders who facilitate virtual meetings
- Individuals and leaders who need to learn current researched best practices on leading virtual meetings
- Trainers, coaches and consultants who need to consistently deliver effective live & virtual meetings

Course Outline
**Virtual Meeting Strategies**
- Understand the role virtual meetings play in the current business environment
- Learn current technological mediums for virtual meetings and how to select the best medium for your meeting goals
- Uncover how virtual meetings are different than co-located (face-to-face) meetings
- Utilize a well-researched facilitation model for creating meetings that are productive, well-designed and engaging
- Apply best practices for facilitating virtual Q&A sessions
- Effectively create best practices from post meeting feedback to continuously improve the virtual participant experience