

Effective Virtual Meetings



For Intermediate Level



100 Minutes



Learning Objectives

- + Understand role and importance of virtual meetings
- + Design engaging virtual meetings aligned to business needs
- + Leverage virtual meeting best practices to achieve meeting goals



Learning Tools

- + Facilitator driven discussions
- + Individual reflections
- + Shared stories and anecdotes
- + Templates
- + Tips and tricks
- + Group exercises



Your Takeaways

- + Make virtual meetings more productive
- + Skills required to generate results from virtual meetings
- + Tips and strategies to manage and run effective virtual meetings

Learning Modules

- + Role of virtual meetings in today's business environment
- + Introducing virtual meetings to new and existing teams
- + Planning virtual meetings – Before, during and after
- + Strategies to overcome common challenges to effective virtual meetings
- + Successful virtual meetings best practices
- + Action plan