

# Intro to Facilitating Virtual Meetings

Delivered Virtually Via Zoom: April 28, 2020

## Workshop Overview

Virtual meetings are an absolute necessity for geographically dispersed teams who need to collaborate to drive projects, solve problems and exchange critical information. Ineffectively lead meetings, however, can be complete time wasters, undermining the group's productivity and buy-in. The reality is that virtual meetings require even more rigor and understanding of facilitative techniques than in-person meetings.

Whether you are new to leading meetings or are looking for ways to get your group discussions to be more engaging and productive, our Intro to Facilitating Virtual Meetings workshop will introduce you to pragmatic tips, templates and best practices you can apply in your very next meeting. While most of the content in this interactive workshop can be applied to in-person meetings, all techniques and best practices are geared to leading engaging, productive video or teleconference calls.

## Who Should Attend

- Anyone who leads meetings with participants on the phone or via video-conference.
- Anyone who is time crunched but wants an introduction to or refresher on core facilitation best practices.



## Learning Outcomes

- Learn the role and beliefs of the facilitator in the context of creating powerful virtual meetings that engage, inspire and achieve outcomes
- Understand the Five Core Facilitation Best Practices and how to use them to gain group alignment
- Recognize the importance of making your virtual meetings POP – defining purpose, outcome and process in creating meeting context
- Learn practical engagement and process techniques to optimize group participation
- Understand how to establish and get buy-in to group norms to minimize challenging virtual meeting behaviors

## Agenda

### Module 1: Manage Yourself

Welcome & Introductions  
Setting the Workshop Context and Focus  
Roles & Behaviors of Meeting Leaders  
Partner Facilitation: Defining Virtual Meeting Challenges & Solutions  
The Five Core Practices –S.L.A.P.S

### Module 2: Manage the Virtual Meeting Structure

Getting Ready for the Meeting: The Virtual Pre-Meeting Checklist  
The POP Technique & Exercise  
Virtual Meeting Design: Process/Agenda Templates  
Engagement Techniques and Exercise

### Module 3: Manage the Group

Tips for Starting the Virtual Meeting –the Importance of Setting Context  
Virtual Meeting Norms/Guidelines  
Group Facilitation: Setting Norms Exercise  
Learning Round Up



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## Workshop Details

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For over 25 years, Facilitation First has been top of mind for companies requiring facilitation services and facilitation skills training. We specialize in helping leaders and subject matter experts transition to the role of meeting facilitator, where a detailed process guides discussions ensuring better decisions, outcomes and optimum participant engagement. Having trained thousands of satisfied participants, Facilitation First is known for providing a proven, highly interactive learning experience that gives attendees simple yet powerful tools that they can apply in their very next meeting.

### Maximize Your Learning Experience

To ensure that everyone can fully participate in the workshop, all participants will be required to join a 10-15 minute "tech-check" a week before the workshop. During this session, we will ensure everyone has the correct version of Zoom (downloadable for free) and is familiar with key functionality that will be used. Please note that each participant must join individually using their computer webcam and mic as this workshop does not support multiple participants in a meeting room.

### Participants Receive

- A workbook filled with templates, reminders and methods they can refer to when transitioning new skills to their meetings.
- Tips and techniques for leveraging engagement tools on Zoom

**Date:** April 28, 2020

**Location:** Zoom link to be provided. Download this application for free at [Zoom.us](https://zoom.us)

**Times:** 1:00 pm - 4:30 pm EST

**Fee:** \$395 + HST

### What Some of our Clients Are Saying...

*"Rita is a great instructor. She demo'ed the use of the tools well and utilized a nice mix of interactivity and lecture."*

*"I loved the use of Zoom functions in the meeting - it helped to keep the group engaged throughout the session."*

### About Your Trainer: Rita Gupta



Since 2005 Rita has facilitated over 100 sessions with project teams. During that time, she has gained experience with a wide variety of facilitation techniques and processes, adapting to changing situations and the needs of the group.

As a Certified Facilitation First trainer, Rita brings her unique blend of project management and professional facilitation experience to the workshops she leads providing great insight and a unique perspective to in class discussions. Rita is a strong believer in developing working partnerships. Prior to any meeting or workshop she facilitates, Rita will work closely with her client stakeholder groups to ensure her proposed process will meet the needs of the group. When facilitating, Rita is always thinking of alternative action plans for each process step based on the possible outcomes of the previous task. Our clients consistently tell us that Rita is skilled at helping groups to synthesize patterns and trends, identify root causes and reach consensus.