

How to Launch a Successful Virtual Meeting

October 28, 2020 1:00pm-2:30pm EST

Workshop Overview

Learn effective virtual meeting start techniques such as how to set context, set participation expectations, get buy-in on meeting Purpose, Outcome and Process and getting buy-in on meeting norms.

Workshop Outcomes:

You will leave with an understanding of...

- Critical steps to include when setting context for simple and complex meetings, including Parking Lot and Action Plan
- Practice gaining buy-in on your meeting's Purpose, Outcome and Process
- Suggested norms for virtual meetings and when and how to collaborate with participants to agree on meeting guidelines/norms



Workshop Details

Date: October 28, 2020

Register: email info@facilitationfirst.com

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

Fee: \$249 + tax per participant for one micro-workshop
\$400 per participant if you attend two micro-workshops offered on same day (**Managing and Engaging Participants in Virtual Meetings** at 3:00pm)
5% for 2-4 participants or micro-workshop
10% off for 5+ participants and/or workshops

Maximize Your Learning Experience

To ensure that everyone can fully participate in the workshop, all participants are asked to join 15 minutes before the workshop for a "technical check-in". After securely admitting you to the workshop, we will ensure your audio and video are functioning correctly. Please note that participants are expected to share their video to ensure an optimum learning environment.

About Your Trainer: Rita Gupta



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 has over 15 years of experience as a Project Manager, including a management role of Director of a PMO at an IT consulting firm. She also has several years developing and implementing Project Processes. She is a Certified Professional Facilitator (CPF) and a certified Project Management Professional (PMP).