

Managing and Engaging Participants in a Virtual Meeting

Delivered Virtually Via Zoom: October 28, 2020 3:00pm-4:30pm EST

Workshop Overview

Learn how to deal with low participation, how to set expectations, utilize virtual tools for maximizing engagement, virtual warm-up and how to handle power issues etc.

Workshop Outcomes:

You will leave with an understanding of...

- Clarity as to why engagement is even more critical in virtual meetings
- An understanding of critical virtual engagement principles
- Best engagement practices for teleconferencing and videoconferencing
- Tips for prepping, starting and managing great videoconferences
- Application of learning to mitigate some common virtual engagement dilemmas



Workshop Details

Date: October 28, 2020

Time: 3:00pm-4:30pm

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 (**How to Launch a Successful Virtual Meeting** at 1:00pm)

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).