

Facilitating Virtual Meetings that Work

Delivered Via Zoom

Research indicates that as many as 50% of meetings are considered unproductive. If your role requires you to lead *virtual* meetings to manage a project, gain input, solve problems or make decisions, having a foundation in meeting facilitation skills is critical to your success. In this highly interactive one day workshop *Facilitating Virtual Meetings that Work*, we introduce participants to the core facilitator practices, meeting preparation tools and techniques, and the consensus building process.



Whether you want to adopt a more collaborative approach to conversations or need to reach your meeting objectives more often, this one-day workshop introduces participants to must-have tools to structure and lead productive virtual meetings.

Workshop Purpose: To ensure participants have the foundational tools and confidence to engage in facilitating most types of virtual meetings.

Workshop Outcomes: You will leave this workshop with...

- A framework for facilitating all virtual group meetings (video and teleconferences)
- Practical experience with using concrete process tips and tools in a virtual meeting environment
- A strategy for overcoming specific breakdowns in virtual groups

Workshop Agenda



○ Part One: Half Day	Part Two: Half Day
Module 1: Introduction to Facilitation <ul style="list-style-type: none">• Essential Roles of Meeting Leaders• The Roles of the Facilitator• The Five Core Facilitation Practices• Partner Facilitation Exercise & Feedback	<ul style="list-style-type: none">• Tips for Starting Great Meetings<ul style="list-style-type: none">○ Setting the Context Overview○ Introduction to Norms○ Group Facilitation: Creating Norms Process○ Refereeing the Norms Exercise○ Testing for Agreement
Module 2: Tips for Preparing and Designing Engaging Meetings <ul style="list-style-type: none">• The POP Technique• Defining the Purpose & Outcome Exercise• Tips for Preparing Great Meetings<ul style="list-style-type: none">○ The Meeting Prep Checklist○ Process/Agenda Templates• Virtual Meetings: What it takes to Engage People	Module 3: Tips for Managing Great Virtual Meetings <ul style="list-style-type: none">○ 4-Step Consensus Building Process○ Diverging: Virtual Idea Generation Techniques○ Group Facilitation: Diverging Exercise○ Converging Tool: Impact Effort○ Group Facilitation: Prioritizing Ideas for Resolving Our Meeting Dilemmas• Tips for Ending Great Meetings• Learning Round-Up