

# Making Virtual Meetings Work

## Half-Day Introductory Workshop Delivered Virtually Via Zoom

Virtual meetings are now the norm for most 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 Making Virtual Meetings Work half-day workshop will introduce you to pragmatic tips, templates and best practices you can apply in your very next conference call.



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.

### The Learning Opportunity

- Learn the role and beliefs of the facilitator in the context of creating powerful meetings that engage, inspire and achieve outcomes
- Understand the 5 core facilitation best practices and how to use them to gain group alignment
- Recognize the importance of making your 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 norms with a group to minimize challenging virtual meeting behaviors

### Workshop Agenda



#### Module 1: Manage Yourself

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

#### Module 2: Managing the Meeting Structure

- Getting Ready for the Meeting: the Pre-Meeting Checklist
- The POP Technique

#### Module 2: Managing the Meeting Structure (Continued)

- Meeting Design: Process/Agenda Templates
- Engagement Techniques and Exercise

#### Module 3: Managing the Group

- Tips for Starting the Meeting – the importance of setting context
- Virtual Meeting Norms/Guidelines
- Group Facilitation: Setting Norms Exercise
- Learning Round Up