

# FACILITATING VIRTUAL MEETINGS: COMPREHENSIVE

Learn the techniques experts use to minimize multi-tasking and maximize engagement.

**OVERVIEW:** Virtual meetings can save an organization time and money associated with travel costs. However, they also create an environment where participants may be less engaged than if they were attending meetings in person.

This has generated an enormous need for facilitators to have the necessary tools to produce the same optimal results in virtual meetings that rival those of in-person meetings. Today’s virtual meeting facilitators need to learn and practice the necessary techniques to maximize results while minimizing group dysfunction.

## WHY IT WORKS:

Through Leadership Strategies’ Facilitating Virtual Meetings: Comprehensive offering, facilitators learn how to combine technology with facilitation methods to increase productivity and improve meeting outcomes.

The course is designed for people who frequently facilitate meetings where some or all participants are remote and may be dealing with meeting dysfunction. Facilitating Virtual Meetings: Comprehensive delivers a curriculum whereby facilitators can practice the proven methods that separate great facilitators from good ones.

Unlike other facilitation courses, Facilitating Virtual Meetings: Comprehensive leverages Leadership Strategies’ proven “**PDI Difference**” approach to training. This methodology promises **Practical** techniques, **Dynamic** instructors, and **Interactive** exercises. Eighty percent of the curriculum is focused on providing facilitators with the ability to practice the actual techniques they’ll use to effectively engage groups while transforming virtual meeting cultures.

## LEARN HOW TO:

- Fully prepare your meeting “place”
- Build group engagement through multiple virtual activities
- Manage dysfunction and disagreements
- Reduce or eliminate multi-tasking
- Maintain high energy
- Build consensus
- Close meetings in a constructive manner

## IDEAL FOR:

- Project managers
- Analysts
- IT professionals
- Sales
- Consultants

## WHO NEED TO:

- Lead a task force virtually
- Establish a strategic direction
- Run better meetings
- Get a business process operating efficiently
- Establish performance objectives
- Work through conflict/internal strife
- Define the specific needs of a user community

## DURATION:

Three days (Six 3-hour sessions)

## OBJECTIVES:

- Define the role of a facilitator
- Identify the key facilitation principles
- Describe the best practices related to each principle in a virtual setting
- Provide students with facilitation practice and performance feedback

## AGENDA

Facilitating Virtual Meetings: Comprehensive covers 10 principles and three exercises. Spend just one day a week for three consecutive weeks learning in an interactive, convenient format. Each day is divided into two sessions with 2-3 principles and time for review. *See detailed class agenda on back.*

# DETAILED AGENDA

## DAY 1

### Session 1

A. Opening & Getting Started

B. The Facilitation Process

**Break (5 minutes)**

C. Principle 5: Information Gathering

### Session 2

D. Principle 1: Preparing for Success

E. Principle 2: Getting the Session Started

**Break (5 minutes)**

Review

Homework & Close

## DAY 2

### Session 3

Welcome & Review

Exercise 1: Starting

**Break (5 minutes)**

F. Principle 3: Focusing the Group

G. Principle 4: Respecting the Power of the Pen

### Session 4

Exercise 2: Listing

H. Principle 6: Managing Dysfunction

**Break (5 minutes)**

Exercise 3: Dysfunction

Review

Homework & Close

## DAY 3

### Session 5

Welcome & Review

I. Principle 7: Consensus Building

**Break (5 minutes)**

J. Principle 8: Keeping the

Energy High

K. Principle 9: Closing the Session

### Session 6

L. Principle 10: Agenda Setting

Review

Next Steps & Close