

FACILITATING VIRTUAL MEETINGS: ESSENTIALS

WHY IT WORKS:

This course is designed to help leaders like you transform your virtual meetings at your organization. Are you wondering how you can cut down on employee travel costs for meetings? Are you looking to solve this through the use of more virtual meetings, but you're worried about maintaining the quality and productivity of them? This course equips you with a step-by-step guide to improve the way you run virtual meetings. Starting with an understanding of the common problems with virtual meetings, this course provides specific techniques you can use right away. Our energetic instructors use our Practical, Dynamic, Interactive approach - the PDI difference - to keep you engaged and the class highly interactive.

LEARN HOW TO:

- Start and end virtual meetings on time
- Minimize technical issues
- Overcome time differences and language barriers
- Create and communicate the agenda
- Keep remote participants engaged
- Minimize distractions and multi-tasking
- Manage dysfunctional behavior
- Handle disagreement
- Collect feedback from remote participants
- "Read" body language/non-verbal cues virtually
- Facilitate virtual group interaction
- Create a "team" feel among remote participants
- Bring the virtual group to consensus
- Close the session with clarity and commitment

IDEAL FOR:

Meeting leaders seeking to begin holding virtual meetings or drastically improve the quality and output of their current virtual meetings, including supervisors, managers, product & project managers, total quality facilitators, trainers, strategic planners, business analysts and reengineering teams. This course is also ideal for companies that have meetings with offsite people such as remote employees, contractors, or vendors.

DURATION:

1.5 Days (This is an online class.)

OBJECTIVES:

- Identify the role of virtual meetings, the different meeting types, and how to avoid unnecessary meetings
- Describe typical problems with virtual meetings
- Define the qualities of a masterful virtual meeting
- Provide a starting set of meeting rights to empower participants
- Describe detailed techniques for achieving masterful virtual meetings
- Give practice in using the techniques to run masterful virtual meetings
- Provide a roadmap for transforming virtual meetings throughout your organization
- Provide techniques to use when you are not the virtual meeting leader

AGENDA

DAY 1

Getting Started

Masterful Meetings Vision

Preparing for the Meeting

Starting the Meeting

Executing the Meeting

Information Gathering

Review

DAY 2

Closing the Meeting

Handling Dysfunction

Handling Disagreement

The Master Plan for Transforming Meetings Organization-wide

Next Steps

WHY TAKE THIS COURSE?

This course equips you with a step-by-step guide for transforming virtual meetings at your organization. You will create a culture in your organization that permanently changes the way people run meetings “from the cloud,” allowing you to tackle some of these common challenges:

- Minimizing technical issues
- Overcoming time differences and language barriers
- Keeping remote participants engaged
- Minimizing distractions and multi-tasking
- Collecting feedback from remote participants
- “Reading” body language/non-verbal cues virtually
- Creating a “team” feel among remote group members
- Bringing the virtual group to consensus

WHAT IS COVERED?

The course covers the four components of the masterful virtual meetings framework. Together, these components provide a vehicle for you to ignite a revolution that transforms the meetings throughout your organization.

Your Virtual Meeting Rights: Discover the tools for empowering meeting participants to make unproductive virtual meetings unacceptable.

Virtual Meetings Vision: Understand the vision of Facilitating Virtual Meetings: Essentials and the role meeting leaders and meeting participants play in realizing this vision.

Virtual Meetings Blueprint: This course provides a roadmap for meeting leaders to prestart, execute, and close virtual meetings by overcoming a series of “what if” scenarios.

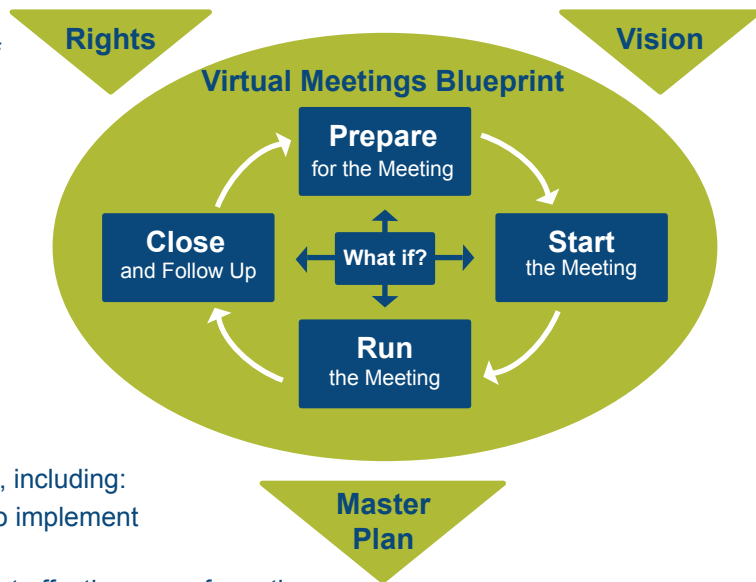
- What if there is dysfunctional behavior?
- What if there is disagreement?
- What if the meeting leader is not leading?

The Master Plan: While the Virtual Meetings Blueprint provides a guide for meeting leaders to run a great virtual meeting, the Master Plan provides a guide for organizational leaders to transform all virtual meetings inside the organization.

The Master Plan covers key steps for transformation, including:

- Gaining buy-in from the organization’s leaders to implement the masterful virtual meetings framework
- Establishing a baseline that measures the current effectiveness of meetings
- Putting in place a transformation team
- Providing support and skill-building opportunities
- Implementing accountability
- Rewarding successes
- Measuring and sustaining progress

FACILITATING VIRTUAL MEETINGS



OTHER FEATURES

Spring Forward – We encourage you to implement your learning by providing a 60-day check-in to confirm your progress. At the end of the course, you will be asked to indicate at least one technique you will implement in the next 30-45 days. We then follow up to check your progress.



WHAT MAKES THIS COURSE UNIQUE: THE PDI DIFFERENCE!

The focus on meetings transformation is not just improving your meetings.

- Bad meetings waste time, consume resources, have a negative effect on the passion we have for our work, and often result in bad decisions that are poorly thought through, void of innovation and missing the necessary support for success.
- This course is designed for meeting leaders and explains how to bring about a comprehensive transformation of meetings throughout your organization.
- This organizational approach to meetings makes this course unique and attractive as an organization-wide purchase for every manager and employee to participate in transforming meetings.

Facilitating Virtual Meetings: Essentials is taught using the PDI style common to all of our courses: practical, dynamic, interactive.

Practical... You'll be able to use it! Expect concrete situation-specific techniques that you can apply right away.

- We take the "touchy-feely" concepts - like engaging a group and consensus building - and isolate the detailed, step-by-step strategies. We break the most difficult concepts down to their critical elements for success.
- We let you know what techniques work; we show you why they work, how they work and when and where to use them.

Dynamic... You'll get into it! Expect energetic instructors that consistently promote high-energy and fun to keep you engaged.

- Our facilitators are trained in using level 3 energy – dynamic techniques for engaging and focusing groups.
- We use the "WII-FM" principle to excite participants by letting them know "What's In It For Me."
- Throughout the session we use a variety of techniques to keep the energy high and participants engaged.

Interactive... You'll really get it! Expect intensive interaction, practice and feedback throughout the session.

- We use practice sessions to ensure active learning. You will have numerous structured opportunities to both exercise the techniques taught and receive feedback.
- We reinforce learning through "backward buildup" by constantly engaging teams with content specific questions about material previously covered.
- We use team quizzes and interactive games (e.g., Jeopardy, Three Question Panic) requiring team decision and action to vary the pace and increase comprehension.

The cumulative result of employing these techniques is the creation of a learning environment which encourages participation, engagement and application.

THE INSTRUCTOR AS ROLE MODEL

While the timing varies by class and by participant, at some point over the course of the class sessions, participants realize that the techniques being taught are simultaneously being modeled by the instructor. They begin paying attention to how instructors introduce exercises, how they ask questions, how they use the pen, how they keep the group focused and on track. Instructors must not only be able to teach the material, they also must be instinctive and proficient users of the techniques as well. For this reason, our instructor certification program is extensive.

