



CL NETWORK

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VIRTUAL TRAINING WORKSHOPS

Leading Effective Virtual Meetings

1.5 hour mini-module

Technology has given us new tools to share information and connect in profound ways. Effective meeting management allows individuals to leverage this technology to generate great results. “Leading Effective Virtual Meetings” examines the process of leading productive meetings and provides tools that can be used to promote efficiency and maximize meeting outcomes.

Participants will discover the importance of pre-planning, designing a realistic and structured agenda, facilitating the session and managing meeting dynamics.

Virtual Meetings provide unique challenges! Tips and techniques to address technology issues, strategies to keep participants engaged and ideas on how to stay creative and have fun are highlighted.

OUTCOME

The participants of the “Leading Effective Virtual Meetings” workshop will:

- Create a “Virtual Community” - leverage ice breakers and other strategies to gain early engagement
- Have a clear approach to conducting virtual meetings
- Recognize the importance of pre-planning to achieve meeting outcomes
- Establish meeting rules to ensure participation, candor & team connections
- Understand the roles of participants (facilitator, time keepers, content providers, etc.)
- Recognize the importance of designing a realistic and structured agenda
- Develop and practice using a Meeting Set-Up to start a meeting
- Learn the importance of documenting meeting decisions and actions by using an Action Registry
- Explore ideas on how to manage issues that can arise when leading virtual meetings
- Acquire strategies and tactics to navigate technology challenges that can arise

Based on The 2020 Asana “Anatomy of Work” survey, the average employee is now spending 157 hours per year on unnecessary meetings and video calls. “Leading Effective Virtual Meetings” has never been more relevant.

Interested in elevating your team’s performance? Contact cindy.novak@clnetwork.ca