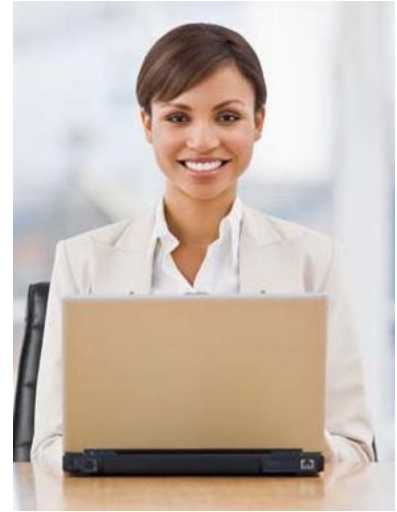


- ✓ Create clear objectives for each virtual session
- ✓ Always create an agenda and circulate it to participants in advance
- ✓ Develop participant pre-work that is clearly linked to the session content and use it in the meeting
- ✓ Collect back pre-work responses before the meeting and integrate the results with the design of the 'live' meeting
- ✓ Include at least one interactive activity for every 10 mins of virtual meeting
- ✓ Develop and agree a set of ground rules
- ✓ Assign roles to participants to maximise their involvement
- ✓ Use quick polls regularly throughout the meeting to gauge opinions
- ✓ Maintain attention during the meeting by addressing questions to participants by name
- ✓ Agree a process for recording and sharing key items e.g. actions and questions etc.



Do you need find out more about Virtual Meetings?

The BLT Running Virtual Meetings Skills Programme

This programme will enable delegates to understand the role of virtual meetings in today's business environment and equip them with a set of strategic processes and skills that they can use to plan, run and follow up effective virtual meetings. Delegates will learn how to:

- ✓ Use virtual meetings as a way of reducing travel costs and time whilst maximising meeting effectiveness
- ✓ Design engaging virtual meetings that are aligned to business objectives
- ✓ Integrate virtual meetings with the way that their team does business
- ✓ Create a virtual meeting environment that maximises participation
- ✓ Develop and navigate meeting agendas that are suitable for a virtual environment
- ✓ Facilitate a group through to achieve the predefined objective of their meeting
- ✓ Generate ideas, solve problems and make decisions in a virtual environment
- ✓ Use technology to enhance the flow of information and exchange of ideas
- ✓ Anticipate and overcome the barriers to truly effective virtual meetings
- ✓ Maintain group commitment to achieve actions generated as a result of virtual meetings