

## 1 – 2 Day Programme

**A 1 – 2 day programme aimed at individuals who want to develop their existing meeting skills so that they can apply them effectively to running virtual meetings.**

This programme will enable participants 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.

### Programme Content

- The role of virtual meetings in today's business environment
- Planning virtual meetings
- Introducing virtual meetings to new and existing teams
- Maximising participation in virtual meetings
- Navigating an agenda in a virtual environment
- Ideas generation, problem solving and decision making in a virtual environment
- Recording virtual meeting minutes, actions and outputs
- Using technology to deliver virtual meetings
- Planning to overcome common barriers to effective virtual meetings
- Following up virtual meetings
- Maintaining group momentum post virtual meeting

### Additional Benefits

Participants attending this programme will receive:

- A full colour reference manual
- A running virtual meetings checklist and toolkit pack



### Business Benefits

**By the end of the programme participants will be able 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

### Testimonials

*“The team are starting to get really engaged in virtual meetings now and the saving on travel has made a big impact on team expenses”*