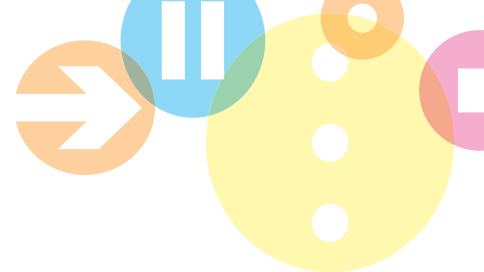

*For leaders, managers
and people working remotely*



Effective virtual meetings

PROGRAMME OUTLINE:

Many more people will be having conversations and meetings virtually, but how will we make the most of this way of connecting? Let's be honest – we've all participated in some truly awful virtual meetings. Whilst many people now have access to technology which enables virtual meetings, many have never been trained on how to get the most from it. Even fewer understand the different behaviours and structure required to make virtual meetings really effective.

This session is designed to help people learn some simple techniques and practices, so that their virtual meetings can run just as effectively as physical (face-to-face) meetings. We help participants understand how to get the most from the technology, and introduce them to the behaviours and meeting structures that unlock effective virtual meetings.

Participants will:

- Learn how to run and structure virtual meetings and conversations to make them as effective as face-to-face interactions
- Consider the different behaviours and processes required for effective virtual meetings
- Learn how preparation, set-up, location and environment contribute to effective virtual meetings

PROGRAMME FORMAT & DURATION:

90-minute duration

Run as a virtual session – participants can join from any location

GROUP SIZE:

From 1 to 10 people

**For more information, send an email to
info@designed4success.co.uk or call us on +44 (131) 357 0369**