

# Virtual Making Meetings Work

## One day

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Most people today are having to attend too many poorly planned and executed virtual meetings. Given the amount of time we spend in meetings, we have to learn how to make them work better. This one-day course helps you minimize the number of meetings you have. Also, you learn how to make your meetings shorter and more productive.

### Who should attend

This virtual course is for anyone who spends a good amount of time in virtual meetings, either as a participant or as a leader. It is ideal for mixed groups as well as intact work teams. We suggest a maximum of 15 participants.

### You learn to

- show respect for participants by practicing etiquette before, during and after your meeting
- clarify the objective of your meeting
- keep your meeting as short as possible
- plan the topics, activities and flow to make the best use of participants' time
- choose the right facilitation tools to gather ideas and make thoughtful decisions
- deliver a clear opening and a satisfying closing
- create an agenda that ensures participants come prepared

### What to expect

The workshop is fast-paced and interactive. You participate in a series of group and individual activities, and you walk away with a personal and a team action plan to help apply what you have learned to your back-at-work meetings.

You also receive a comprehensive manual with practical resources and job aids for post-workshop reference.

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## How you spend your time

Virtual Making Meetings Work includes the following activities:

### Session 1: Plan your meeting (9 - 10:30)

Learn the skills you need to plan and lead an effective virtual meeting:

- use meeting etiquette before, during and after your meeting
- clarify the objective of your meeting
- plan the content and flow to make the best use of participants' time
- choose the right facilitation tools to gather the best ideas and make thoughtful decisions
- deliver a clear opening and a satisfying closing
- create an agenda that ensures participants come prepared

Use the time between Sessions 1 and 2 to plan a 10-minute meeting you will lead in the afternoon. We provide scenarios. The facilitator keeps the virtual platform open between sessions to answer any questions and provide coaching.

### Session 2: Meeting role-play (2 - 3:30)

Lead a 10-minute meeting with a small group in a breakout room. We provide assessment forms, and everyone has an opportunity to give and receive feedback.