

Virtual Team Meetings

Facilitating effective meetings in the virtual workspace

Successful virtual collaborations

We are working in the VUCA era, a fact that is only underscored by the current challenges in the wake of the COVID-19 outbreak. The need for businesses and society at large, to adapt to a changing dynamic has never been bigger. With more and more work taking place in a virtual environment, what organizations need right now are leaders who can effectively lead their teams working remotely.

Effective and smooth virtual facilitation will enable creative and collaborative work to become great work. Leaders need to understand the unique challenges of the online environment and have a toolbox of effective and seamless approaches for virtual facilitation.

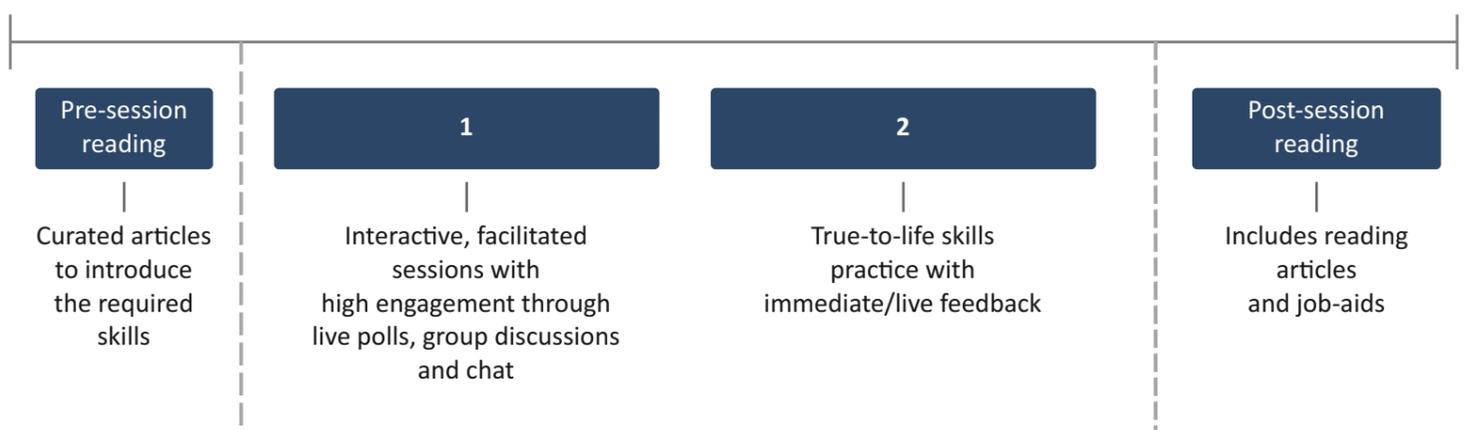
This highly interactive session helps leaders recognize key challenges to engagement and inclusion in virtual meetings and how they can prepare for them. The participants will also discover how facilitation techniques can be applied online and explore tools and approaches to increase the effectiveness of virtual meetings.



What participants will learn

- How to lead highly engaging virtual meetings
- Explore and demonstrate tools and techniques to facilitate virtual meetings
- Discover the skills required to manage dysfunction and disagreements, and build consensus
- Learn to close meetings in a constructive manner

2 LIVE SESSIONS, OF 2 HOURS EACH
(With a gap of 2 weeks between the 2 sessions)



This session is a must for all managers whose roles include leading team meetings.

MAX. 16 PARTICIPANTS

LIVE features & requirements

- A smooth-functioning virtual learning platform
C2C-OD team is well-versed with platforms such as Zoom, WebEx, GoToMeeting, and Adobe Connect. Use of a custom/in-built learning platform will require us to spend some time familiarizing ourselves with the platform. A separate fee may be charged for this additional effort.
- A stable internet connection
- Chat function
- Whiteboards
- Polling
- Virtual break-out rooms
- Video enabled

LIVE dos and don'ts for participants

- Please do a test run to ensure your system (audio/visual) is working, in advance.
- Please join the session from a place where you can focus, to avoid distractions and background noise.
- Please ensure the place/room is well-lit, when your camera is on. Well-lit faces are more engaging.
- Please mute your microphone, if you are not speaking, to cut down on background noise when others are speaking.
- Please do not multi-task or run your email system in the background.