

LEADING ENGAGING VIRTUAL MEETINGS



It's Vital to be Virtual

the CHALLENGE:

This is a critically important time to make our online meetings effective. These meetings are replacing in-person meetings, but frequently fall short.

the GOOD NEWS:

This program helps anyone who runs meetings become a better online facilitator and leader. These skills can be learned quickly, making your daily meetings most effective.

This program will assist your people with tips and tools to:

- Use facilitator tools to draw out best thinking (pre-work, breakouts, go-arounds, brainstorming)
- Increase leadership presence by infusing energy and creativity into your meetings
- Engage with participants in a meaningful, deeper dialogue
- Provide structure, focus and pace to make meetings more productive (planned interaction, agenda, timing, ground rules)
- Learn how/when to use slides and visual aids effectively
- Master the technology tools to control interaction, distractions, screen views; understand the importance of presenter's set-up (lighting, camera, eye contact)
- Invite the right people, make faster decisions, and conserve time
- Work effectively with both introverts and extroverts; giving everyone the space to be heard
- Create greater clarity on decisions, with action steps at the end of each meeting
- Prevent online fatigue—tools to recharge before, during, and after meetings

ONE-on-ONE TRAINING

Working one-on-one is another option available to help leaders strengthen their meeting presence and leadership influence. This individualized learning approach can fit into any busy schedule.

Knowing how to connect virtually with your audience is the key to stimulate your people's best work.

**Ask me about leadership training,
team building, and customized workshops!**