



Better Virtual Meetings One-Day Open Course Overview

Better Virtual Meetings open course

Ensure your remote meetings are successful, productive and even fun.

If we could look back at the meetings attended, almost all of us would have liked a different outcome.

A meeting cannot function well if all its parts and participants aren't in some form of accord.

When meetings are remote like in the current situation, this adds an extra challenge.

The content of each workshop will be shaped around the needs of the delegates, making the work relevant and practical.*

Ahead of the course, we'll provide pre-course preparation to get juices flowing and the mind focused...

This course will help you with:

- **Open Meetings With Confidence**
- **Help Everyone Feel Supported**
- **Keep Everyone Engaged**
- **Make Remote Meetings Feel Normal**
- **Ways to Deal with Connectivity Issues**
- **Using Breakout Rooms**
- **Reduce Over-Talking**
- **See New Opportunities**
- **Changing the Dynamic**
- **Keeping Focus**

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**Course Content*

The Remote Challenge

- Make remote meetings successful
- More productive
- Dynamic
- Interactive
- And even fun

Purpose of Meeting

- Defined Purpose
- Explicit and agreed ground rules
- Clear agenda

Opening and Closing Meetings

- Setting up meetings with strong openings
- How to close a meeting
- Clarity on who will do what by when

Increased Confidence

- Coaching
- Best practice
- Practical hints and tips

Encourage Collaboration

- Reinforce the sense of togetherness
- Reducing the sense of distance

Practice

- Using Breakout rooms
- Encouraging video on
- Re-engaging

Better Virtual Meetings one-to-one remote training

Benefits of One-to-One Skills Training

This Better Virtual Meetings course is available as a 2-hour one-to-one remote session.

Choose your time. Have a briefing call from your trainer and off you go.

The content of each session will be shaped around your needs, making the work relevant and practical.

- A completely personal, in-depth, and confidential look at your specific issues
- Dynamic, empathetic, and highly experienced coaches
- Get to the heart of your issues with speed and effectiveness
- Delivered online
- Two hours of personal one-to-one attention
- Pre-assessment of the issues you want to cover

Contact details



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