

# RUNNING VIRTUAL MEETINGS



## Overview

This one-hour webinar gives a great insight into how to run effective virtual meetings to ensure they are efficient, timely and productive and hosted in an engaging and professional manner. Ideal for anyone who needs to chair meetings, facilitate group discussions or present themselves well during a team debrief.

<b>Purpose</b>	To enable the smooth & effective running of virtual meetings
<b>Key Objectives</b>	<ul style="list-style-type: none"><li>• To avoid pitfalls &amp; project professionalism when attending online meetings</li><li>• To learn how to prepare for and run an online meeting</li><li>• To identify how to create engaging &amp; meaningful <b>virtual</b> meetings</li></ul>
<b>Content</b>	<ul style="list-style-type: none"><li>• Identify what good and bad looks like when it comes to virtual meetings</li><li>• Potential pitfalls &amp; communication traps to avoid</li><li>• Successful meeting etiquette &amp; communication tips</li><li>• Arranging a meeting - attendees, agendas &amp; administration</li><li>• Chairing a meeting - <b>Content, structure &amp; people:</b></li><li>• Setting &amp; maintaining ground rules</li><li>• Summarise key points &amp; actions</li><li>• Sticking to time &amp; moving conversations on</li><li>• Facilitating conversations &amp; asking questions</li><li>• Running a meeting - <b>Logistics &amp; technology</b></li><li>• Consider your platform &amp; technical requirements</li><li>• Screen sharing, using tools &amp; increasing engagement</li><li>• Meeting follow up</li></ul>
<b>Logistics</b>	Each session is 1 hour in duration & will be an interactive session, with use of online chat function and video/audio for smaller audiences. Participants will need to join 5-10 mins before scheduled start time and will need, webcam & microphone on a laptop or mobile device. The session will be run in Zoom and a PDF of all slides will be made available following the session.

