Planning and Running Engaging Virtual Meetings Series

Great Virtual Meetings: Essential Building Blocks
- Unique skills, special challenges
- 6-step model for best results
- Making vital prework compelling
- Setting, enforcing ground rules
- Kicking off – making people feel welcome, valued and energized
- Wrapping up, maintaining momentum

Principles of Designing & Planning Productive Virtual Conversations
- Best practices design principles
- Blending asynch, synch participation for best results
- Designing for interactivity
- Choosing the best tools for greater participation, less effort
- Leading “hybrid” meetings
- Reflecting cultures, time zones

Keeping People Engaged and Focused When You Can’t See Them
- Tips and techniques for keeping people engaged
- Multitasking “on task”
- Maintaining focus, avoiding digressions
- Practical interventions for recurring challenges
- Responsibilities of facilitator, participants

Instructor-led sessions with experts applying best practices approaches to real-life scenarios
Participation via phone and web conference, both asynch and synch
Engaging, interactive conversations with small groups of participants – action learning by brainstorming, problem-solving, listening, sharing
Rich reference guide with dozens of practical tips and ideas to put into immediate practice

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