guidedinsights
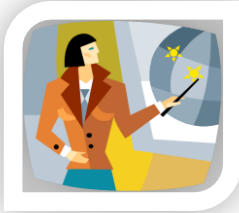*breakthrough conversations for bottom-line results*

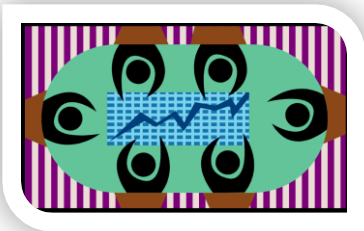# *Planning and Running Engaging Virtual Meetings Series*

Four virtual workshops @90-120 min. each

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

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

Facilitation for a Purpose – Brainstorming, Consensus-Building, Decision-Making

- Conditions for success
- How and why brainstorming requires a different approach
- Steps to reaching consensus
- Validating buy-in
- Creating a fair, transparent decision-making process
- Adapting tips for FTF, hybrid and virtual settings

Managing Difficult Dynamics and Keeping People Engaged

- Tips and techniques for keeping people engaged
- Handling difficult behavior
- Maintaining focus, avoiding digressions
- Practical interventions for recurring challenges
- Responsibilities of facilitator, participants

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