

HOW TO RUN PRODUCTIVE VIRTUAL MEETINGS

THE
Carroll-Heller
GROUP, LTD.

OVERALL OBJECTIVE

The **How to Run Productive Virtual Meetings Workshop** aims to equip participants with all the skills required to prepare for, conduct, and follow through from virtual meetings to ensure optimum results and time well spent.

OUTCOMES

Participants will be able to:

- Plan and execute productive meetings
- Lead a meeting through its four phases
- Achieve a desired outcome with the engagement of all group members
- Create the atmosphere and relationships conducive to team co-operation
- Listen and guide the process of the discussion towards a desired outcome
- Establish what type of practical exercises, tools, methods, and techniques to use and when to use them

CONTENT	
SECTION	CONTENT
1. PREPARE FOR THE MEETING	What Works and What Doesn't Work? Objectives and Expectations 1.1 Why Manage Meetings? 1.2 How to Plan a Meeting 1.2.1 Create a Meeting Planning Sheet 1.2.2 A Planning Checklist for Before the Meeting 1.3 How to Construct a Meeting Agenda and Invite
2. CONDUCT THE MEETING	2.1 The Difference Between In-Person and Virtual Meetings 2.2 Meeting Procedures 2.2.1 Commence-Clarify-Consolidate-Commit 2.2.2 Interaction Techniques 2.2.3 Note Taking 2.3 Ways to Get the Most Out of Meetings 2.3.1 Running a Meeting 2.3.2 Facilitation Tips 2.3.3 Dealing with Disruptions to Keep a Meeting on Track 2.3.4 Ensure Progression of a Meeting to Outcome 2.5 Running a Meeting Practice and Feedback
3. FOLLOW THROUGH FROM THE MEETING	3.1 Follow Up Tasks 3.2 How to Measure the Success of Your Meeting 3.3 Managing Virtual Meetings Checklist 3.4 Key Learning Points 3.5 My Managing Virtual Meeting Commitments



Your Total Training Resource

Registration Information

Time: Workshops scheduled from 9:00-12:00 CST.

Pricing: The per person fee for 1-2 participants is \$195.00; for 3 or more the fee is \$165.00 per person.

Other Information:

- The session will be delivered on the Zoom platform so all participants will work from their own workspace and use their own computer. Zoom has video capability but, if the participant's computer is not equipped with a camera, audio will also work.
- *To register we will need the name of each participant and their email address.*
- Five (5) days before the date of the session we will send each participant an electronic copy of the course materials, which should then be printed for use during the session. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. For those signing up less than 5 days prior, it will be no problem as we will immediately provide this information.
- Participants should enter the Zoom training room at least 15 minutes (8:45 AM) before the start time.
- The session will be limited to 20 participants to allow for, and ensure, maximum interaction, participation and engagement.

To register or for additional information either email, phone or complete the [online registration form](#). **Email:** Ken Keller at kkeller@c-kg.com or Dean Carroll at dcarroll@c-kg.com or **Phone:** (630) 495-0505 or (800) 869-7497.

Register online: [Complete form by clicking here](#). If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

[To see a complete list of our current workshops click here.](#)

Customized onsite and virtual workshops are also available.

Please contact us with any questions or concerns you may have. Email: Ken Keller at kkeller@c-kg.com or Dean Carroll at dcarroll@c-kg.com or Phone: (630) 495-0505 or (800) 869-7497.