

# 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