COMMUNICATING AND COLLABORATING IN A VIRTUAL WORLD

THE Carroll-Heller GROUP, LTD.

*Communication and collaboration, even when we are physically separated,
is essential to making us, our outputs, and our team results better.
– Janine Sergay*

OVERALL OBJECTIVE

The **Communicating and Collaborating in a Virtual World work session** aims to equip participants with the knowledge and skills to effectively connect in the virtual environment so as to be able to position issues and solutions, themselves, and their work for maximum impact

OUTCOMES

The participants will learn how to:

- Identify different technologies for different collaborative purposes
- Work on problems with others in the virtual environment
- Interact effectively with others online
- Position communications effectively
- Participate fully in virtual meetings

METHOD

The focus will be on practical techniques to apply and an interactive process of learning

- Small group collaborations and exercises
- Individual worksheets and action plan
- Group discussions
- Microphone inputs
- Annotations
- Checklists
- Polling
- Chats
- Q&A

CONTENT

	Preparation – identify a work situation to problem solve during the session, read a blog
▪ Be Digitally Adept	▪ Know what digital tool to use for different situations ▪ Use technology as an enabler
▪ Participate in Virtual Meetings	▪ Apply interactive techniques online ▪ Report results, progress, and recommendations ▪ Prepare for, and follow through from, meetings
▪ Apply Problem Solving and Process Improvement Thinking	▪ Define the problem ▪ Brainstorm causes ▪ Test the solutions
	Action plan and application

Your Total Training Resource

Registration Information

Time: This is a 6 hour workshop delivered over 2 days.

Pricing: The per person fee for 1-2 participants is $295.00; for 3 or more the fee is $255.00 per person. **This fee covers both sessions.**

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. 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.

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