CONDUCTING EFFECTIVE VIRTUAL MEETINGS (V-MEETINGS)

One important differentiator of successful virtual teams is effective virtual meeting management. Unfortunately, one of the biggest trouble spots for leaders is planning and running effective and engaging virtual meetings (or v-meetings). A virtual environment presents virtual leaders with a unique set of challenges such as dealing with multi-tasking and maintaining everyone's full attention during the meeting, the lack of visual cues which impact communication, the lack of familiarity with technology which impacts team interaction, and the fact that time zone differences make scheduling meetings at a mutually convenient time difficult. Given that successful virtual meetings are essential to team performance, the guidelines provided in this course help virtual leaders and team members address common challenges and improve the outcomes of their v-meetings.

PROGRAM OBJECTIVES:

- Learn the principles to engage people during v-meetings
- Learn how to handle common challenges to running effective v-meetings
- Use an understanding of cultural differences to enhance the quality of communication during v-meetings

AGENDA:

- Before the meeting: Overcoming time zone barriers, involving the right people, and planning the meeting
- Running the meeting: Ensuring high levels of engagement, balancing tasks and relationships, staying on track
- Common v-meeting challenges and how to overcome them
- V-meeting checklist