Remote Meetings

With work becoming increasingly global and digital, cross-national teams, and cost and ecological footprint awareness, meetings are moving more and more online. New technologies allow for easy access to a meeting experience comparable to live meetings – if exploited to the full potential of both people and technical tools.

This interactive online course deals with general best practices for successful meeting moderation and highlights specific benefits and challenges of remote meetings. Moreover, you will directly experience in a live simulation what can be achieved in remote meetings and receive plenty of practical tips and tricks for success.

This course will help you to

- Prepare, moderate and follow up truly impactful (virtual) meetings.
- Understand how you can leverage available remote technologies to the full extend – comparable to live meetings.
- Learn how you can prepare your meeting partners and yourself for a great virtual meeting experience.
- Get a grip on dos and don'ts in remote meetings to avoid common pitfalls and immediately boost both your remote meeting effectiveness and atmosphere.

What to expect

Experience a different kind of remote training: A live simulation tailored to your work environment and you being moderator as well as participant. With practical tips and tricks that you can directly apply in your daily remote meetings. Topics include:

- Live simulation of a great remote meeting
- General tips and tricks for effective meeting preparation, moderation and follow up with special focus on online meetings
- Success factors for remote meetings around tools, process, information, norms and collaboration
- Practical and directly applicable learnings summarized in your individual action plan
- Optional prior test-call to optimize your personal video conference setup

Who should attend this workshop

- All members of virtual teams
- Everyone who regularly works with stakeholders remotely, e.g. clients, vendors, and many more

Format

- 2-hour online workshop
- 4-6 participants
- Optional test-call to optimize your setup (10min)
- Cheat sheets and checklists for dos and don'ts for later referral
- Optional continuous learning support through app-based learning

Contact

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