

Virtual Meetings Tune-Up

60-minutes to success! How are your meetings going virtually? Do you find yourself asking for feedback and getting pure silence? Have you thought you had a resolution on something only to have people call you up afterward, saying they disagree?

Do you notice your team members continually multitasking during your virtual meetings? In this tune-up, we start with a reflection assessment on what you do before, during, and after meetings, and then combine our favorite techniques into this quick 60-minute session. In this course we cover:

- The necessary ingredients for every virtual meeting
- Ways to conduct effective brainstorming sessions.
- Ten creative engagement techniques
- Meeting templates that help groups stay on task and be better prepared to contribute

Great virtual meetings are well thought out and deliver tangible results with clear takeaways and follow-up action plans for the attendees. This remote training on how to run successful virtual meetings will set up both leaders and participants for success by focusing on:

- Using an agenda template in preparation for the meeting to ensure that both the leader and the attendees understand the theme of the meeting, and are prepared with relevant materials.
- Creating focus-points for participants to walk away with as well as a clear understanding of assignments, expectations, and timelines.

You'll also see our trainers put many of these techniques into action to give you a better idea of how you can implement these tools. You'll notice an immediate improvement in your next meeting!

We also offer a full version of this program called [Conducting Better Virtual Meetings](#).

Clients Talk About this Program

"We had you deliver your Virtual Meetings Tune-Up. It was very organized, and our group enjoyed the activity very much, they are a competitive group, and this really brought out this spirit in a fun way! The part of the activity that was the most fun was when the winning teams were announced. I can't think of anything that could enhance the experience more. Our host, Steve, was excellent!"

Patti - [Kaiser Permanente](#)

Program Details

Group Size:

Up to 25

Team Size:

N/A

Program Length:

60 to 90 minutes

Space Requirement

N/A

Setting:

Indoor

Physicality:

Low

Program Elements

- ✓ Communication
- ✓ Innovation & Problem Solving
- ✓ Performance & Continuous Improvement