

## Virtual Meetings Tune-Up

**60-minutes to success!** How are your meetings and classes 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 don't understand or disagree?

Do you notice attendees multitasking regularly during your virtual work or study sessions? 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 constructive 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 themes or topics that will be covered, 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.

In addition, you'll 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