

Live-Online course:

Running Virtual Team Meetings

Discover useful tips for leading effective virtual team meetings from our international expert Mr. Tim Kemp, MA, MBA, Chartered Fellow CIPD.



The two virtual sessions are suitable for team leaders and managers who want to get better at leading meetings and facilitating team discussions online.

Even before we were all encouraged (or required) to work from home, the benefits of virtual meetings were evident:

- Less time is spent on travel and disruptions to the day
- Sessions can be recorded to aid recall and inform people who were not able to attend
- Participants are often more focused and participation levels are greater.

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Day 1 – The Reality

The aim of this first session is to identify what participants need from leaders when working in a virtual context.

- What do people need when working virtually?
- What are the strengths and weaknesses of virtual conferencing?
- What platforms can we use? What equipment do we need?
- What do we need to do to prepare for, and structure, an effective virtual team conference?

Day 2 – Engaging our audience

The aim of this second session is to focus on how we can run an engaging and collaborative event, where the team feels involved.

- How do we structure an online meeting to encourage participation?
- The use of chat facilities, whiteboards, screen-sharing and polls.
- Using the break-out facility for small group project work and discussion.
- Facilitation skills in a virtual environment.

There will be a short assignment for participants between the sessions.



Day 1: 14 April 2020 – The Reality | 9:30 – 11:00
Day 2: 15 April 2020 – Engaging our audience | 13:30 – 15:30



100 EUR (VAT excl.) per participant



Register [here](#)



The course will be delivered in English



Follow-up material will be sent to all participants who attend both sessions



Access data will be shared additionally