

THE ART OF ONLINE GATHERINGS

This online seminar is delivered interactively through your favorite web conferencing system (Webex, Zoom or Adobe Connect) as two 80-minute sessions, for a total (with breaks) of 3 hours of instruction

OVERVIEW

Virtual meetings don't have to be seen as a waste of time. In fact, they can be more valuable than traditional face-to-face meetings. They are inexpensive ways to get people together – think: no travel costs and readily available technology – as well as great opportunities to build engagement, trust and candor among teams.

This course outlines simple practices to plan, design and deliver great virtual meetings that you can manage without being an expert webinar presenter. Tapping into facilitation theory, meeting management and group dynamics, great virtual meetings explores and demystifies how to run effective online meetings that build trust remotely and make joining together an effective way to work.

We will touch on the tools used (but not go into detail on specific tools by vendors), look at communication on global projects, how social media can help, and how to prepare for and structure effective online meetings.

WHAT YOU WILL LEARN

- ❖ The five typology of bad online meetings and how the key 4 steps to design any meeting – face-to-face or online – can help
- ❖ The 12 steps to create great virtual experiences for your meeting attendees
- ❖ How to tap into the knowledge of the people in the meeting and how to orchestrate the online experience for maximum engagement

WHO SHOULD ENROLL

- Leaders and executives in any industry who are leading or launching remote project teams in an organization, interested in the practical strategies to succeed as virtual project managers
- Individual contributors to virtual or remote teams who aspire to a leadership role
- Everyone who is working to support a project-based team remotely or virtually.
- Teachers, Educators and instructors (a customized version of this course for online teaching is available upon request)

This online seminar is not a lecture. Our contents will be delivered in conversational fashion, with multiple opportunities for your own direct involvement. Those PowerPoint-free, online sessions will feature plenty of time for peer-to-peer exchange and require a higher level of engagement than traditional webinars. We are committed to create a high quality, connected, learning environment in these sessions, in ways that might not be familiar to you.

To reap the benefits of this high quality connection, we ask that you:

- 1) Do not participate to this session from a cell phone or while driving;
- 2) Show yourself in our online class Video Pods;
- 3) Know that you will be able to unmute yourself (do mute yourself, if there is noise around you);
- 4) Have pen and paper handy to jot down notes;
- 5) Get ready for group conversations and sharing of documents/artifacts from your computer.