

# mastering online meetings

## Online Meetings that Drive Success



You can lead  
online with  
confidence

Online meetings present unusual challenges. Without the benefit of eye contact and body language, online meeting communication and collaboration are difficult for leaders and participants alike.

- Participants aren't engaged.
- People have shorter and shorter attention spans.
- 99% of online meeting participants are multi-tasking.
- Web meeting technology poses another layer of frustration for many people.

People want to be productive, but without the right skills and tools, they find online meetings are more of a barrier than an enabler of productivity.

The skills and techniques offered in Mastering Online Meetings® are designed to assist career development and significantly improve performance. Our meeting methodology — The Interaction Method™ — has been used by hundreds of organizations to make faster decisions, increase creativity, and shorten production cycle times. Now this powerful method can be used in online meetings with extraordinary results.

### **BENEFITS FOR PARTICIPANTS**

This engaging, highly experiential workshop provides a solid foundation of virtual meeting facilitation and involvement practice.

#### **Participants will learn to:**

- Write clear and compelling meeting objectives.
- Share responsibility for meeting tasks.
- Keep people focused and engaged.
- Facilitate a dynamic group process.
- Display meeting information in ways so that everyone can contribute.
- Build clear agreements and practical next steps.
- Avoid common online meeting mistakes that waste time and effort.
- Evaluate meeting effectiveness in ways that help continuous improvement.

### **BENEFITS FOR THE ORGANIZATION**

With Mastering Online Meetings, your company will:

- Save time and money.
- Build a common online meeting language, skills, and norms.
- Reduce decision-making cycle time.
- Develop more agile, innovative, and collaborative teams.
- Build strong working relationships virtually between colleagues across the country and around the world.
- Leverage business opportunities and respond more quickly to customer needs and demands.

## WHO SHOULD ATTEND

### This program is for:

- Leaders and project managers who hold regular meetings with dispersed team members.
- Group facilitators who want to learn how to apply face-to-face facilitation techniques to the online setting.
- Anyone who wants to leverage the power of web technology to improve team collaboration.

This program is especially effective when people are trained across entire divisions, or an entire enterprise. It ensures online meetings are cost-effective and productive, while keeping employees engaged.

## HOW PARTICIPANTS LEARN

The Mastering Online Meetings program takes place in virtual space via the Webex Training Center.

### It includes:

- Four live three-hour instructor-led sessions over four weeks. The 12 hours of instruction includes 6 hours of skill drill and meeting simulations.
- Pre-work, interim and final assignments help you prepare for the next live session and apply the skills and tools from the previous session.

## DELIVERY OPTIONS

Interaction Associates offers two ways to experience Mastering Online Meetings. These are:

- Open enrollment workshops for individuals, available from your desk.
- Delivery by internal training staff to an entire division or organization.

## Our experience

IA is a 40-year firm specializing in the development of Facilitative Leaders. We equip these leaders to solve complex problems and achieve extraordinary results by leveraging the power of people working together. Since 1969, we have partnered with global leaders across all industries, and many of the Fortune 100, to transform the way people lead, and are led, at every level in an organization.