

How to Facilitate Virtual Meetings Efficiently

Running efficient virtual meetings means creating an active role for the participants while mastering the technical challenges and tasks. The workshop will prepare you for these new challenges and help you to structure and facilitate virtual meetings in an effective and result oriented way.

The training will be set up as a modular online-seminar that will run over a time span of four 90-minute-long sessions during four weeks in September and October. Additional tasks will be dealt with in small groups.

Content

Participants will learn how to...

- ...focus on the Dos and avoid the Don'ts of online communication
- ...communicate online effectively,
- ...master the technical challenges of virtual meetings,
- ...set up an agenda for virtual meetings,
- ...manage the time in a virtual meeting,
- ...facilitate regular interaction and engagement using the online tools available,
- ...improve the way they present themselves in a virtual meeting
- ...communicate and negotiate in difficult situations, e.g. conflicts between participants.

Trainer: Dr. Claudia Langosch

This course will be held in English and online.

WHEN

20.01.2021	10:00 - 11:30
27.01.2021	10:00 - 11:30
03.02.2021	10:00 - 11:30
10.02.2021	10:00 - 11:30

[BOOK HERE](#)