# Leading Virtual Meetings
*Program Outline*

## Overview

As businesses continue to embrace flexible working arrangements, leading virtual meetings has become an increasingly important competency. Little did we know that it would become an essential skill in these unprecedented times. Suddenly, it seems we are all part of the remote workforce.

Despite widespread scepticism around virtual meetings, they can actually be incredibly successful and productive if you know what to do. By running effective virtual meetings you will get better results and stand out from others as well. In this session we give you the skills and techniques to enable you to run superior virtual meetings leading to better decisions, problem solving and more.

## Topics

- Common challenges
- Setting expectations
- Agenda setting
- Facilitation skills
- Action planning

## Outcomes

- Greater comfort, confidence and control when planning and running virtual meetings.
- Ability to leave attendees motivated and committed to follow through on agreed actions.

## Duration

90 mins virtual program (with prework)