

Leading Virtual Meetings

For leaders and team members from a Virtual teams

If you find virtual meetings... boring, a waste of time, frustrating, chaotic, ineffective and unavoidable.

We have good news. Managed well, you know that virtual meetings can be both effective and highly economical. You can meet and work at any time with colleagues globally, saving significantly in travel, time and accommodation costs.

However, whether you use simple or sophisticated technology, and communicate 'remotely' often or little – the chances are that running virtual meetings is not something you enjoy.

Overcome your fear of virtual meetings

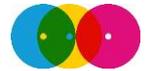
Executives everywhere fear virtual meetings. Managing the video conference suite with a mind of its own - or the crashing software platform – is not much fun. And no one wants to look technically inexperienced in front of colleagues and clients.

So how can you be clear and engaging when you don't know if people are listening, or checking their emails? Indeed - are they even there? Fear of losing colleagues' attention is another common fear, alongside managing the participant who keeps on talking.

Hint: Being distant doesn't mean you have to be distant

Leading virtual meetings shows you how to:

- Chair virtual meetings with skill and confidence
- Choose and use the most appropriate technology
- Manage group dynamics
- Cope with virtual 'etiquette'
- Create an engaging, friendly and highly productive meeting environment



This programme will bring you:

- 8 hours of live group sessions in Nomadic's virtual classroom (4 sessions)
- Regular practice throughout the programme
- Small groups of 10 people (max.) from across the world
- Knowledge and direct experience of several technology platforms
- Individual learning assignments
- 'Double level' learning – our virtual classroom mirrors the virtual meetings environment

Programme Overview

Leading Virtual Meetings by NomadicIBP

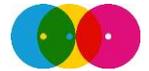


Learn virtually to lead virtually

We cover all you need to run virtual meetings, in a memorable, effective and enjoyable way. In other words – in the way that you will soon be running virtual meetings yourself.

Technical requirements

- A computer or laptop with high speed Internet
- Possibility to use WebEx Training Center (some organizations with a high security level have firewalls that block WebEx)
- A USB headset
- A quiet place to work (no background noises).



Pricing

Leading Virtual Meetings Programme fee includes training materials, virtual classroom access, VOIP or phone call-in at local rates:

Price € 995

Cost for travel and accommodation € 0

Questions?

Contact **Linda Voorthuis** (office manager) at voorthuis@nomadicibp.com or

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About Nomadic International Business Psychology

We make virtual working work. We train the trainer, we train the leader and we train the team in 20 languages on 5 continents

Testimonials

This is what some of our previous participants had to say about this programme:

This has been a really excellent experience, and it has opened my eyes to the wonderful potential of this way of working

Just do it! Interactive, energetic, amazing to see a group bonding online.

Thank you so much for the course – I have got a tremendous amount out of it.

How utterly fun virtual facilitation is!