

VIRTUAL MEETINGS AND WORKSHOPS

In this globalised world, we are not always physically seated at the same table at meetings. This places new demands on the chairman of the meeting.

About the course

During this course, you will learn how to facilitate virtual work meetings and workshops without compromising on quality and efficiency. You will also learn how to apply digital tools to support learning and increase the level of involvement.

The duration of the course is 2 days:

Training day from 9:00 am till 4:00 pm
Follow-up session from 9:00 am till 12:00 pm.

Main content

The course covers the following main topics:

- How to design successful virtual meetings for both large and small groups
- Interactive tools in a virtual setup

- A number of energisers, openers and closers for virtual meetings
- Training in practical management of a virtual meeting design
- Tips and tricks for the facilitator's role in virtual meetings
- Training in different technical functionalities in various interactive tools
- Insight into digital tools for knowledge support at meetings
- Make practical use of the latest and most effective digital tools
- Conduct virtual meetings and workshops

Target group

This course is aimed at those working as consultants, project managers or managers or those who are otherwise involved in conducting virtual workshops or meetings.

Contact and enrolment

If you want to learn more about the content and price, please go to: learninginstitute.implement.dk or contact us on +45 4138 0040.