Planning and Leading a Virtual Meeting

Planning and Virtual Meeting
While there are a number of components required for successful meetings, planning in advance is definitely one of the most critical. Getting clear on why you're meeting, knowing what you want to accomplish, and selecting the web meeting tools you'll use, are all essential planning components that will impact your ability to facilitate a successful meeting. Therefore, when you take the time to plan your meeting and share a detailed agenda with participants, you'll find your meetings are more effective, efficient and engaging for everyone involved. For this course, you will build your capability to plan for meetings and create a meaningful agenda. As a result, everyone will know what to expect and what to prepare for before the meeting even begins. By completing this course, you will know what is required to lead successful virtual meetings.

Leading a Virtual Meeting
There is a difference between running and leading a meeting. People who "run" meetings tend to focus on individual agenda items and be more concerned about keeping track of time, and it's not uncommon for them to look to others to help guide the group along. As a result, these meetings tend to get off track, not be engaging, and experience various levels of participation and diminished quality. On the other hand, when a person moves from "running" a meeting to "leading" a meeting, a whole new experience is created. When a person decides to take control and lead a meeting, participants are prepared for the meeting, are actively engaged, and as a result contribute at a higher level. When meetings are "led" versus "run" they stay on track and things get done. For this course you will work on building your skills to lead effective and productive virtual meetings. By using a simple process you can be sure you are doing the right things to increase collaboration and participation, while making sure great work gets done. By completing this course, you will have the skills required to lead successful virtual meetings.

The Pitfalls of Web-Based Meetings
Two of the biggest factors impacting meeting effectiveness are expectations and accountability. That is people must know what they are required to do in meetings, and they must be held accountable to perform these actions. The good news is there are a few simple actions you can take to create meeting expectations for your entire team, as well as to hold them accountable to deliver on those expectations. For this course you will work with your team to create a set of meeting expectations that will apply to any meeting happening within your team. In addition, you will learn to implement a simple method that builds accountability for performing those expectations. By completing this course, you will understand why web-based meetings are sometimes painful and ineffective.