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*For leaders, managers  
and people working remotely*



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## Effective virtual meetings

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### PROGRAMME OUTLINE:

Many more people will be having conversations and meetings virtually, but how will we make the most of this way of connecting? Let's be honest – we've all participated in some truly awful virtual meetings. Whilst many people now have access to technology which enables virtual meetings, many have never been trained on how to get the most from it. Even fewer understand the different behaviours and structure required to make virtual meetings really effective.

This session is designed to help people learn some simple techniques and practices, so that their virtual meetings can run just as effectively as physical (face-to-face) meetings. We help participants understand how to get the most from the technology, and introduce them to the behaviours and meeting structures that unlock effective virtual meetings.

Participants will:

- Learn how to run and structure virtual meetings and conversations to make them as effective as face-to-face interactions
- Consider the different behaviours and processes required for effective virtual meetings
- Learn how preparation, set-up, location and environment contribute to effective virtual meetings

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### PROGRAMME FORMAT & DURATION:

90-minute duration

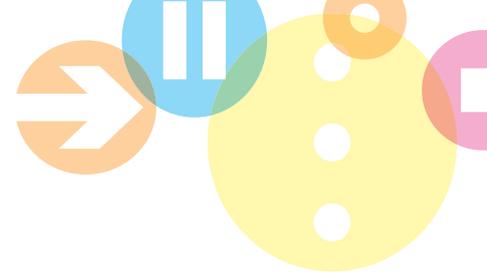
Run as a virtual session – participants can join from any location

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### GROUP SIZE:

From 1 to 10 people

**For more information, send an email to  
[info@designed4success.co.uk](mailto:info@designed4success.co.uk) or call us on +44 (131) 357 0369**



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## Powerful virtual meetings

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### PROGRAMME OUTLINE:

This programme builds on our Effective Virtual Meetings Programme, where you will have learned the basic principles of the technology and behaviours required to make your virtual meetings really effective. Influenced by the successful work of Nancy Kline and the Thinking Environment®, this advanced level session is designed to help people learn key *processes*, *protocols*, *techniques* and *behaviours* to ensure you make every meeting, whether it is virtual or face-to-face, a truly powerful and generative collaboration. The programme provides participants with opportunities to practice as they learn.

#### Module 1 (120 mins)

- Learn key processes that ensure meetings are well structured from preparation through to post-meeting.
- Consider the ten key behavioural components required to ensure maximum participation and effectiveness of every meeting participant.
- Consider what it takes to be a truly effective and impactful Chair.
- Learn simple and practical techniques for improving effectiveness in meetings and other aspects of work.
- Practice these new techniques in a safe, managed, virtual environment.

#### Module 2 (60 mins)

- Active learning session.
- Held within 2 to 4 weeks of Module 1.
- Shared learning and discussion based on actual meeting practices.

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### PROGRAMME FORMAT & DURATION:

Both modules are run as virtual sessions.  
Participants can join from any location.

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### GROUP SIZE:

For 4 to 10 participants.

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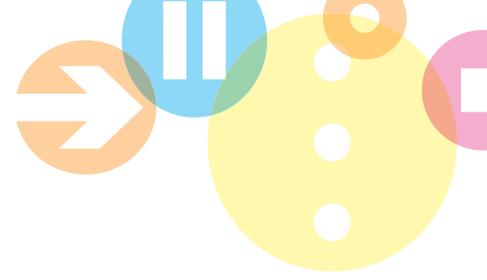
### PREREQUISITES:

Participants should have attended the **Effective Virtual Meetings** programme prior to attending this programme.

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## Virtual collaboration

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### PROGRAMME OUTLINE:

The world of work has become increasingly global and dynamic in nature. Where people are based and how they work has fundamentally changed, providing opportunities for increased diversity, flexibility and agility in approach. Learning to successfully collaborate virtually is the key to unlocking the real potential of the virtual space and achieving a competitive advantage in today's economy.

While virtual collaboration has been practised for over 20 years, it remains for most organisations an unsatisfactory practice which, at best, is considered “*second class*”, something you do when you cannot travel. The behaviours and protocols that enable successful virtual meetings are very different from those enabling successful physical meetings, yet most people don't know how to navigate these.

Participants will:

- Understand how our brain functions influence how we connect with others virtually
- Appreciate how this functioning manifests in virtual collaboration situations
- Learn the four principles for making virtual interactions work
- Learn practical ways to enhance engagement, interaction and connection in a virtual environment

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### PROGRAMME FORMAT & DURATION:

90-minute duration

Run as a virtual session – participants can join from any location

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### GROUP SIZE:

From 1 to 10 people

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