

## **Webinar - Running Remote Meetings**

(Max 10 per session, to allow for interaction and Q&A)

**Audience:** Anyone who needs to run a remote meeting

**Duration:** 30-45 mins

**Overview:** A remote meeting, or virtual meeting, is a meeting for a group of people who are dispersed across different locations, using video and audio to connect online. This session describes how to make the most of the attendee's time and ensure the meeting leader creates a great meeting experience for others.

### **Agenda:**

- Choosing the right tools for the job
- Using video
- Working with conflicting schedules (*relevant for global audiences*)
- Setting an agenda and meeting guidelines
- Etiquette for online meetings (i.e. phones off, muting yourself etc. )
- Keeping the team engaged
- Online meeting follow-ups
- Challenges /problems and how to overcome
- Q&A

### **Approach:**

- Preparation video sent to delegates to prepare them for the session, advise them on the tool we're using and how to log in as well as giving them an overview of what to expect.
- The webinar session (approximately 30-45 mins depending on Q&A)
- Follow-up micro learning video re-capping core tips on running a remote meeting.