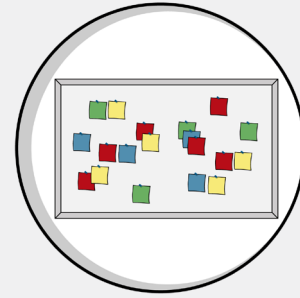








# FACILITATING MEETINGS

Managers spend a large part of their daily workday in meetings, which they often also lead and/or facilitate. Meetings are often used as a stage for self-profiling by colleagues and employees. Meetings in virtual space are an additional challenge. This involves hybrid and purely virtual formats.



## FACTS

-  **LANGUAGE**  
German  
English
-  **COURSE TYPE**  
Presence Training  
Online Training
-  **REQUIREMENTS**  
None
-  **AVAILABLE**  
Inhouse
-  **CONTACT**  
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[www.coverdale.at](http://www.coverdale.at)
-  **FACTSHEET ONLINE**



## TRAINING DESCRIPTION

In this training, You will learn how to lead meetings to their goal even under difficult circumstances. You will learn facilitation techniques and how to prepare yourself appropriately. You will get a feeling for how to better assess and control the reactions and contributions of your colleagues/employees.

The training is based on the methodology of experiential learning. We will follow the 4-step Coverdale Learning Cycle of planning - implementation - review - and consolidation in the general session.

## SUCCESS FACTORS OF VIRTUAL MEETINGS



When meetings take place in a virtual context, we recommend to follow the six principles described. We consider them all equally important.

## CONTENTS AT A GLANCE

### PREPARE MEETINGS

- Preparing meetings according to the situation

### CONDUCT A MODERATION

- Using visualisation correctly
- Managing discussions effectively and efficiently
- Bringing about decisions by consensus
- Dealing with "difficult" participants
- Apply different moderation techniques

### THE ROLE OF THE FACILITATOR

- The role of the Facilitator
- Dealing with the requirements and limitations of the moderation role, for example as project manager

### WORKING WITH REVIEWS

- Facilitate review to improve results and processes

### FACILITATING VIRTUAL MEETINGS

- The right setting in virtual meetings
- Perform hybrid formats