







# USING VIRTUAL AND HYBRID MEETINGS EFFECTIVELY

More and more meetings are taking place virtually. In the hybrid setting, teams are split. One part of the team is physically present, the other part is in the home office. Virtual and hybrid meetings require additional skills for participants and the facilitator.



## FACTS

-  **LANGUAGE**  
German  
English
-  **COURSE TYPE**  
Presence Training  
Online Training
-  **REQUIREMENTS**  
None
-  **AVAILABLE**  
Inhouse
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-  **FACTSHEET ONLINE**



## TRAINING DESCRIPTION

The training "Effective use of virtual and/or hybrid meetings" shows how to lead meetings goal-oriented, even under difficult circumstances. You will learn specific virtual facilitation techniques. You will gain a feeling for being able to better assess and control the reactions and contributions of your colleagues/employees.

The training is based on the methodology of experiential learning. In the training we follow the 4-step Coverdale learning cycle of planning - implementation - review - consolidation in the general session. We will work together, either virtually or in a hybrid format.

## SUCCESS FACTORS



Bei virtuellen oder hybriden Meetings sind die oben genannten Erfolgsfaktoren entscheidend. Wenn es nur darum geht, ein Team zu synchronisieren oder Informationen weiterzugeben, ist ein hybrides Meeting unproblematisch. Schwierig wird es, wenn in diesem Setting etwas gemeinsam erarbeitet werden muss. Hier empfiehlt es sich, mit virtuellen Whiteboards zu arbeiten, in die sich alle Teilnehmer einwählen können, unabhängig davon, ob sie physisch oder virtuell an dem Meeting teilnehmen.

## CONTENTS AT A GLANCE

### FUNDAMENTALS

- Fundamentals of successful meetings
- Differences between physical, hybrid and virtual settings

### TOOLS

- Virtual Meeting Tools
- Meeting Software
- Working with the WEBCAM
- Working with room camera and room mic for hybrid settings

### PREPARING MEETINGS

- Collecting meeting topics
- Providing the right setting
- Preparing the agenda

### A STRUCTURED APPROACH

- Visualizing correctly
- Managing discussion effectively and efficiently
- Providing decision-making procedures
- Using facilitation techniques to ensure that everyone has their say

### AT THE FACILITATOR'S ROLE

- Agree on the rules of the game and ensure that they are respected.
- Ensure that all participants are heard and have their say.

### PEER COACHING

- Reflect on real situations in small group settings and develop work hacks to optimize facilitation.

