COURSE SYLLABUS

Hosting Effective Virtual Meetings

Plan and lead focused virtual meetings. Set an agenda, encourage participation, manage time, and follow up on decisions and next steps.

Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/hosting-effective-virtual-meetings



nyc@careercenters.com • (212) 658-1918

Course Outline

Module 1 – Best practices for hosting virtual meetings

I. Setting up

- Check your sound and camera
- Check your settings—share screen, share sound, annotate
- Check your background

II. Pre-work

- Send out key agenda items in advance
- Have a moderator/timekeeper

III. General

- Watch your posture, limit body movements
- Eye contact—watch yourself
- Always assume the microphone is on
- Noisy jewelry

IV. Great content

- Don't read to your audience when presenting slides
- Don't use too much text on the slides

Module 2 – Hosting an interactive meeting

V. Getting started

- Getting to know the functions of the platform
- Break the ice
- Have a clear agenda
- Set expectations

VI. Engaging participants

- Attendee vs. participant
- Take the best from face-to-face meetings
- Make the session interactive, animated
- Gamification and interactive problem-solving
- Assign interactive listening tasks
- Assign different roles if appropriate

VII. Meeting interactivity

- Screenshot
- Zoom functions: co-annotations, enable virtual backgrounds, breakout rooms, raise hand feature
- Google Forms, create a poll or survey
- Interactive whiteboard tools

VIII. Timing

- Pace
- Time limits
- Schedule breaks
- Start the training on time
- Interaction every 10 minutes

IX. Ending the meeting

- Conclude with clear action items
- Share meeting notes