The Effective Facilitator: Virtual Link

Apply your facilitation skills virtually

Leadership Strategies

Why it Works

Designed for individuals who have completed training in **The Effective Facilitator**, this course unveils the engagement tools and techniques you need to make your virtual meetings more productive — even from behind a screen or speaker. You will be taken through each of the 10 principles you learned in **The Effective Facilitator** with instruction on how to apply the skills virtually and with hands-on engagement. The same proven methodology you learned to apply in your face-to-face meetings are adapted to the virtual environment so that your remote meetings will be just as successful. In just one day, you will walk away with the preparation and confidence to use your virtual facilitation skills immediately. Our instructors promise the same Practical, Dynamic, Interactive approach — our "PDI Difference" — you experienced in **The Effective Facilitator**.

Prerequisite Course: **The Effective Facilitator**

Learn How To

- Transform virtual sessions to feel like they're face-to-face
- Resolve disagreement with fewer challenges virtually
- Identify the unique roles needed to navigate through virtual meetings and how to fulfill them
- Give your participants the "virtual pen" and other tools to maximize engagement
- Differentiate how to apply the Type B question virtually
- Prepare your meeting "room" for success
- Address special cases of virtual meetings, where you or others may be the only ones remote

Ideal For

- **Managers / Executives / Facilitators / Trainers /**
- **Consultants / Sales Professionals / Analysts**

Who Needs To

- Lead a global or remote task force
- Establish strategic direction among dispersed groups
- Run better virtual meetings
- Get a business process operating efficiently
- Establish performance objectives
- Work through conflict/internal strife virtually
- Define the specific needs of a user community

Duration

One Day *(Online; e.g., GoToMeeting, WebEx, etc.)*

Objectives

- Review the role of a facilitator and identify key roles for virtual session success
- Identify the key differences in the facilitation principles when facilitating virtually
- Describe the best practices related to each principle in the virtual environment
- Provide participants with facilitation practice in using virtual engagement techniques

AGENDA

Day 1

- Getting Started
- Information Gathering
- *Engagement Activity*
- Preparing
- Starting

- *Engagement Activity*
- Focusing
- The Power of the Pen
- BREAK
- Managing Dysfunction

- Consensus Building
- *Engagement Activity*
- Keeping the Energy High
- Closing
- The Special Cases

Why Should You Take This Course?

The demand for virtual meetings has increased, and so has the need for virtual meeting skills. A recent survey found that meeting leaders are faced with significant challenges of keeping virtual meetings productive. Some of the harshest virtual realities uncovered from the survey*:

- 56% said that their organization had held more virtual meetings in the past 12 months than they had in the previous 12 months.
- 75% of respondents said they participated in virtual meetings from their car.
- Only 40% indicate they are very comfortable using virtual meeting tools.
- 93% indicated multi-tasking is an obstacle to successful virtual meetings.

Virtues of Virtual Meetings, 2013 Survey of 438 Executives and Managers

As a graduate of *The Effective Facilitator*, you will achieve even higher levels of success by executing virtual facilitation best practices in your virtual meetings. Businesses continue to expand globally, and organizations are increasingly choosing to introduce digital means to accomplish remote work to avoid the unnecessary expenses of travel. If you haven't yet had to lead virtual meetings, you can expect to soon. Are you ready?

What Is Included in the Course?

- An interactive workbook
- Multiple engagement opportunities for practice
- Bonus material on special cases

How Does it Differ From Other Courses?

Leadership Strategies' emphasis on engagement makes this course like no other virtual training. In this course, the focus is not merely on how to use the meeting software — the course focuses on how to fully engage your group and run an effective virtual session — with less multi-tasking and dysfunction. You will experience a glimmer of how the virtual meeting platform tools can be used to make your participants feel like they are in the room with you.

The Effective Facilitator: Virtual Link provides abundant techniques to apply the 10 Principles of Facilitation virtually, plus opportunities to practice and receive feedback from professional facilitators. Developed by two Certified Master Facilitators — including the creator of the leading facilitation course in the United States, **The Effective Facilitator** — this course delivers the same framework for achieving successful group results in the virtual world.