Mastering virtual meetings

Mercuri International

Program overview

Mastering virtual meetings

Objectives
Learn how to navigate web meetings successfully and how to exploit their many advantages.

What you will learn
Learn about the difference between virtual meeting and face-to-face meetings, and how to best prepare for virtual meetings. You will learn the tools and tips to achieve great results with web meetings, and you will be able to pass this knowledge on to your team.

Audience
New managers as well as experienced managers who want to improve or refresh their leadership skills

Duration
40 minutes of digital learning

Delivery format
Also in combination with face-to-face or virtual classroom

Content overview

1 **Differences between face-to-face and virtual meetings**
- Understand the numerous advantages and the unique challenges that virtual meetings present so you can lead your team effectively

2 **Effective use of web meetings**
- Explore some tips for handling web meetings effectively

3 **Web meetings: a checklist**
- Review the key learning points of effective web meetings

Learning path

Welcome

Poll

Digital module

Digital module

Checklist

Final quiz

Path certification