



# Producing Virtual Meetings

## CONFIDENCE SERIES

*Getting results with your virtual meetings*

Another highly interactive course, this nine-hour online, trainer-facilitated course helps participants leverage technology to bring people together virtually. **The course is particularly beneficial to those who work entirely remotely or virtually, and those who are responsible for bringing people together for action planning or decision-making purposes.** The focus is on learning about and practising, new skills for facilitating effective meetings, engagements, and collaborations, in a virtual setting. Participants work with tools and technologies to help them get results from their virtual meetings – bringing objective-based design to the virtual environment!

## TOPICS INCLUDE:

- Role of the facilitator and producer in the virtual setting
- Fundamentals for effective facilitation
- Overcoming fears and challenges related to virtual facilitation
- Best practices for effective virtual facilitation and confidence building
- Virtual facilitation tools and technologies
- Best practices for managing challenging and/or under-engaged participants in the virtual setting
- Supporting participants
- Equity, inclusion, and cultural safety
- Virtual facilitation evaluation best practices
- Back-of-house producer roles and responsibilities



**Micro credential included.**  
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