



Let's meet! Successful Virtual Meetings Workshop

Coming together is a beginning
Keeping together is a progress
Working together is success
- Henry Ford

In a globalizing corporate environment, we will all work more and more as members of virtual teams. A survey in 2018 amongst 1.620 respondents spread over 90 countries showed that already 89% works in at least one virtual team. How can we successfully organise and conduct the associated virtual meetings? This workshop helps participants in creating virtual meetings with impact.



Benefits

- Ability to manage efficient and well-structured virtual meetings
- Improve the collaboration between virtual team members
- Increase the outcome of virtual meetings
- Know the do's and don'ts in the several stages of virtual meetings
- Selecting the appropriate communication tools

Audience

- Everyone who is involved in working in or setting up a virtual team
- **Language:** English

Methodology

- max 6 people/group
- interactive exchange of good and best practice, role plays, feedbacks
- personal action plans and evaluation of the results
- Group coaching approach

Date and location

- **Training dates: 1 day**
October 25, 2019
- **Venue:**
Human Digital Group office
1007 Budapest
Danubius Grand Hotel Margitsziget
- **Training fee:**
35.000 HUF + VAT / participant
25.000 HUF + VAT / participant / workshop
(if register for min. 2 workshops)





Content

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- The 5 phases of a virtual meeting
- The roles within the virtual meeting
- Meeting rules of engagement
- How to develop a virtual team
- Knowing your audience (incl. multicultural collaboration)
- Use of tools to raise involvement

Consultant



Roger Brouns

Profile

- (New) manager development programs
- Feedback culture training
- Presentation and communication skills training
- Team coaching and workshop facilitation
- Talent Management programs
- Service Excellence training
- Job Interview training
- Strengths Finder + Core Quadrant workshops
- Personal coaching

Work experience

- Consultant/ Trainer/ Coach – Human Digital Group/ Krauthammer
- Talent Manager – Spring Professional (Adecco)
- Team Lead / Sr. Process Manager / Project Manager - Essent (part of RWE)
- International Project Manager - Ferranti Computer Systems, BE + UK
- Business Consultant (Process/Change Management & Business Analysis) - Zest Utilities, NL

