



Handling virtual team meetings effectively - a quick-start guide for managers -

The use of virtual collaborative tools, currently without alternative, presents managers with considerable challenges. During this short training you learn:

- how to use the moderation facilities of the virtual platforms
- how to shape the moderation process in phase with the specific rules of the virtual space
- about the possibilities to actually COLLABORATE virtually
- how to shape team communication and create an experience of “presence”
- how to install a sense of commitment, and staying focused on results

Facilitation of virtual team and project meetings

You and your team are working at a distance. That makes it necessary to adjust the way you lead and facilitate sessions. Handling team communication, coordinating common and interdependent tasks, aligning strategies, structuring discussions as well as solving problems and overcoming disagreements are on the agenda.

The bigger your team and/ or the more complex the – official and unofficial - agenda, the more your concentration is needed to focus on contents and results. To handle the technical side (including the available collaboration tools) requires an additional focus and effort.

Virtual meeting-platforms offer technically mature options to facilitate cooperation. Yet it takes some practice to use the technical possibilities efficiently and struggling with technical details can distract attention from the important content of the meeting.

We take charge of handling the technical side of the meeting and facilitating your meeting with the appropriate methods in order to ensure efficiency. External facilitation unburdens and provides space to concentrate on goals and contents.

Leading at a distance

Until Covid-19, everyone just assumed that face-to-face contact is an essential element of leadership and cannot be substituted for under any circumstances. While there may be situations in which this is true, it turns out that leadership IS possible at a distance, but needs to be conscious of and adapt to the particularities of “virtual communication”.

Whereas at the beginning of the pandemic, virtual leadership seemed to be a passing restriction to “normal” teamwork, it has now become clear that it will stay for a yet indeterminate time. Genuine leadership tasks, such as ensuring commitment, keeping a team focused on results, while keeping close contact to each team member and evaluating performance, can no longer be delayed until face-to-face encounters may become available again.

Cooperating at a distance triggers different dynamics than in-person cooperation. How can team leaders handle this? But cooperation at a distance also produces many of the same dynamics as in-person cooperation. How can leaders handle these at a distance?

for further details, please contact us at www.impact-vc.com
email: info@impact-vc.com Tel: +49 172 7868129