



VIRTUAL INSTRUCTOR-LED TRAINING MANAGING VIRTUAL BUSINESS MEETINGS (3 HOURS)

INTRODUCTION

The past few months have been a challenge, COVID-19 has had a massive impact on our lives. It is critical that we find ways of moving forward collectively as a team, understanding and practising new protocols.

This presentation explores how to manage meetings and interaction virtually, setting boundaries in meetings, understanding team dynamics and balancing life and work. The Chairperson can effectively manage time, control difficult attendees and steer discussion to meet meeting objectives. Delegates will be provided with a sound knowledge of formal meeting procedure, during virtual meetings and will be revered as a role model to all meeting attendees.

COURSE CONTENT

What it takes to Run an Effective Virtual Meeting?

- Managing working from home
- Setting rules for meetings – assertive skills
- Content sharing- tips
- Engaging meeting attendees and encouraging participation
- Tips and tools for engagement

Chairing the Meeting

- Chairing the meeting to meet objectives
- Following correct procedure - meeting check list
- Discipline - maintaining effective control of discussions
- Effective time management
- Dealing with different personalities
- Dealing with difficult members
- Making meetings fun
- The ten commandments of meetings
- Examine the meeting process

Personal Accountability & Commitment Plan

VIRTUAL INSTRUCTOR-LED TRAINING

Participants “attend” virtual classroom training, through the Zoom on-line platform, without having to travel to and from the classroom each day. Courses are divided into several shorter sessions to minimise operational disruptions and improve knowledge retention.

Training is facilitated in real-time, providing the benefit of hands on learning. Delegates interact with the facilitator and each other, as with any other classroom experience. This allows for a cooperative learning environment, where participants can share knowledge, engage in positive discussions and work together.

Benefits of Virtual Instructor-Led Training

- + Virtual training provides flexibility to both the client/delegate and facilitator.
- + Delegates are active participants rather than relying entirely on the instructor.
- + Virtual training is conducive to a more fluid exchange of ideas, focused real-life scenarios and an intensified level of engagement.
- + Information is shared through video, documents, and written notes with learners in real-time.
- + Delegates who have internet connection can learn at anytime and anywhere through virtual learning or through recorded videos.
- + Delegates can participate in discussions and ask questions at any time.
- + Breakout rooms allow delegates to work in groups and complete activities in teams which allows for a rich interactive experience.
- + Access to expert facilitators who may otherwise be unable to visit workplaces due to unforeseen circumstances.
- + Use of slides and video clips enhances virtual learning.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing FREE access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation. Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have FREE access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

***To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.***

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