

# The Power of Good Online Meetings

Regardless of sector, size, mission or location, organisational life involves attending a succession of online meetings throughout our careers.

A good meeting should leave you feeling inspired, encouraged and motivated, whereas bad meetings can make participants feel like they've wasted valuable time, feel unseen, misunderstood, or anxious. With a move to online meetings these feelings can be amplified more than ever.

Understanding the importance and power of good meetings is vital in investing in the success of any business or vocation. Whether you are hosting, chairing, facilitating or participating in online meetings, there are a number of vital things to be aware of and actively support in order to ensure that the organisation, its members, beneficiaries and stakeholders benefit from the power of meetings.

## Who is it for?

The workshop is designed for anyone who wishes to become a great leader, host, chair, or facilitator of online meetings.

The method and content are particularly designed to make good use of a diverse group that includes leaders, managers, business owners, co-workers, and those with an interest in how to get the maximum out of digital meeting platforms.

## What will I get out of it?

- Reflect on the difference between a physical meeting and an online meeting and consider how you may need to lead or engage differently
- Understand how to develop an excellent meeting culture
- Understanding common pitfalls and how to avoid them
- Gain a set of practical tools for good practice towards actual mastery, that can be used by meeting hosts, facilitators, and participants alike for both online and physical meetings
- Live experiences and opportunities to practice in a safe space – the sessions will be held online to replicate an online meeting environment

## Workshop structure

The workshops are interactive and involve both presentational, dialogic and live practice elements. We will create a safe space in which we can fail and succeed together without fear of being judged.

It is vital that participants commit to all sessions so that we can create a community of practice as a group. Between meetings, participants will be supported to design exercises that can be completed between sessions. There is no 'homework' or assessment attached to the workshops.

## Duration

3 x 90-minute sessions held every other week

## Dates

Contact our Digital Skills team for upcoming workshop dates

## Timing

Registration: 10:15

Sessions: 10:30 – 12:00

## Location

Online Zoom Workshop

## Cost

Fully subsidised for Workforce for the Future registered SMEs

## Book your place

Contact our Digital Skills team to book your place on the next workshop

## Contact

Tel: +44 (0)117 32 81879/86303

## Email:

[digitalworkforce@uwe.ac.uk](mailto:digitalworkforce@uwe.ac.uk)