



Moderating Online Meetings

Description

Almost all the rules that apply to face-to-face meetings apply to online meetings as well. But besides good preparation, structured execution, and clear follow-up, other topics also play an important role. How do we deal with requests to speak? How can we hold creative meetings online? And how can we establish social proximity and trust in online meetings? Regardless of the features offered by online meeting tools and apps, this e-learning discusses how online meetings can also be made productive.

Target Audience

Members of cross-locational and/or virtual teams; employees who are in contact with online meetings and/or moderate them themselves

Learning Objectives

- Understanding the advantages and disadvantages of online meetings
- Understanding the unique challenges of online meetings
- Preparing and planning online meetings well
- Applying the specific rules of online meetings
- Actively managing online meetings