

N|A|T|I|O|N|A|L

# Virtual Meeting 101

| How to be a great host and a great participant



# Virtual Staff Training Session

How NATIONAL can assist

## “Virtual Meeting 101: How to be a great host and participant”

- In a one-hour session, our facilitation expert will take your staff through theory, tips, and best practice on how to host and attend virtual meetings to maximize teamwork, understanding, and efficiency—even in a virtual meeting room.
- This virtual training solution uses a combination of slides, interaction, and real-world examples to deliver almost all of the same components of a face-to-face training.
- NATIONAL will work with you to tailor this session to use a tool your staff will also be using (i.e. Zoom, MS Teams, Webex) and any issues/opportunities your business is facing.



# Course Description

Digital meetings don't have to be inefficient or impersonal—if you know how to host and attend. The agenda will include:

**OUR NEW (DIGITAL) REALITY:** Theory on what is changing and how meetings are moving online, whether due to global industry, working from home, or a pandemic. Being able to work online is an essential skill for business.

**OUR TOOLS:** An overview of the tool(s) (i.e. Zoom, MS teams, etc.) as a level-set for those new to the platform—where everything they'll need to maximize the use of this platform is.

**HOW TO BE A GREAT HOST:** Theory, practical tips, and best practice for how to host a meeting for small and large groups.

**HOW TO BE A GREAT PARTICIPANT:** Theory, practical tips, and best practice for how to be a respectful, efficient, and engaged participant in virtual meetings.

# Learning Outcomes

**Desired outcomes for the workshop are part team building, part professional development, and part brand building; they include:**

- Team members understand how to communicate on behalf of your organization to clients, contacts, and key stakeholders—how to live your brand—in a virtual meeting place.
- A sense of unity and connection with teammates by both hosting productive meetings and participating as effective guests, as well.
- A sense of value, having the organization invest in training and helping them adjust to this “new normal” in an uncertain time.

# Suggested Pricing

Task	Estimate
<b>Kick-off and Planning</b> <ul style="list-style-type: none"><li>• Kick-off meeting with you to plan the details of your training session (number of participants, preferred platform, key issues and/or opportunities to layer into the training, and scheduling)</li><li>• Coordination of meeting time and invitation</li></ul>	\$TBD-\$TBD
<b>Session Development</b> <ul style="list-style-type: none"><li>• Development of materials for a one-hour learning session for staff, including presentation deck and invitation copy</li></ul>	
<b>Session Facilitation</b> <ul style="list-style-type: none"><li>• One host and one assistant from the NATIONAL team to facilitate the training session</li></ul>	