



MEETING HYGIENE

Before the pandemic forced employees to work remotely, conscious leaders were already questioning outdated meeting practices as many valuable hours were lost at inefficient, unstructured and unnecessarily meetings.

Now that digital connection is becoming the new normal, we realise virtual meetings are bringing practical, technical and psychological challenges.



In the midst of these novel issues, we still need to work effectively, innovate, serve customers, share knowledge, and make important decisions as teams.

Understanding the new online meeting culture and practising meeting hygiene is key.

By putting a few structures in place, we can run more effective remote meetings, freeing up time, getting creativity flowing, sustaining team & company culture and engaging with each other more.



During this webinar we will cover:

- 5 virtual meeting challenges
- The essential meeting hygiene formula
- Step-by-step guide to structure better meetings: before, during, after-meeting protocols
- Organiser and attendee commitments to ensure productive meetings
- The division of roles - 5 + 1 key roles at virtual meetings
- Digital etiquette, online sign language, virtual presence
- Asking powerful questions for increased engagement

