

## The Art of the Virtual Meeting

In an increasingly interconnected world, the ability to lead an effective virtual meeting is key. Virtual meetings save travel costs, improve productivity and sales, and increase flexibility among geographically dispersed team members. However, whether on the phone or via satellite or webinar, it can be difficult to engage people when they aren't in the same room with one another (and when it's morning for some and late night for others). It's also important to understand both the tremendous advantages of the virtual format and its pitfalls, and to know how to exploit the former while minimizing the latter.

### Learning Objectives

At the completion of this training, participants will be able to:

- Schedule meetings for maximum effectiveness
- Design a meeting for the virtual environment
- Recognize and work within the limitations of the online format
- Prepare themselves and their attendees
- Create a virtual atmosphere that encourages engagement
- Work with online meeting technology
- Utilize time efficiently and effectively

### About Us

Since 1989, JDA has focused on improving the performance of the world's top companies. Its services span skill-based training, leadership development, executive coaching and team alignment. Through JDA's expertise and unique "Performance-Sustaining" process, the company creates more than change—it enables long-term shifts in individuals, teams and performance levels.

Working with business leaders such as Deutsche Bank, Morgan Stanley, Kroger, Kraft, UBS and Roche Pharmaceuticals, JDA has enabled measurable, sustainable improvements to performance across many sectors and success metrics including productivity, communication, morale and sales. For more information, please visit: [www.jdainternational.com](http://www.jdainternational.com).