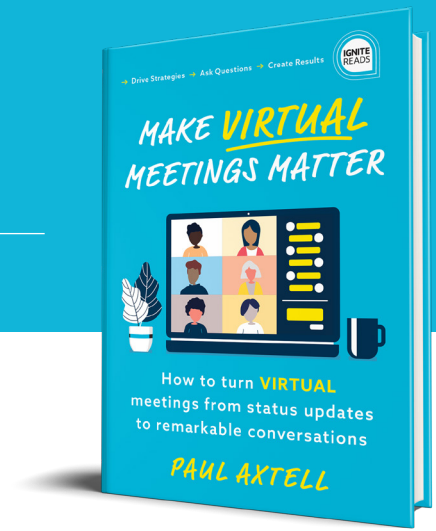


MAKE VIRTUAL MEETINGS MATTER

BY PAUL AXTELL



MAKE VIRTUAL MEETINGS MATTER

How to Turn Virtual Meetings from Status Updates to Remarkable Conversations

GET THE MOST FROM EVERY MEETING - VIRTUALLY! This book will help you design meetings for results, lead them to achieve agendas that move projects forward, and even allow time for building the relationships that make working together in a remarkable way possible.

→ Q&A

How can remarkable conversations be supported while also holding an agenda?

Conversations become special when the energy in the room, virtual or literal, escalates. You can feel it. People are more spirited and candid. There is a back-and-forth that is out of the ordinary. Effective leaders recognize these moments and let the conversation unfold...

In and out of meetings, what support can companies provide to remote workers?

Start by supplying everyone with the technology required to connect and participate fully. Then ask people what else they need...

Outside of a set agenda and a conference line, what tools will most benefit teams in a virtual space?

There are dozens of possible platforms out there to facilitate virtual meetings, whether by conference call or video chat. A quick online search will reveal any number of reviewers' opinions on the subject. In terms of the human element...

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Group size for each meeting seems more important than ever; what should we be doing?

In face-to-face meetings, eight is the number where thoughtful design and leading become critical. Try for five in virtual meetings...

How can I improve virtual meetings where I am the leader/host?

First, in all meetings, virtual or not, success is primarily a function of the leader. Second, know your audience and vary your style to match who is there, the size of the group, and the urgency required. In addition...

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