



# Making hybrid meetings work

With many businesses moving to a Hybrid Model, the future of meetings is destined to change forever. So how do we prepare for the challenges we face and ultimately shift hybrid meeting frustration, into hybrid meeting success? This course provides tips and techniques on structure, tools and engagement for successful remote meetings.

**Around 2 hours • Face-to-face or virtual • Typically 4-15 participants • Supported by course notes • Interactive**

## Key course elements

### Identifying the main challenges in your environment

- The challenges and benefits of hybrid meetings
- Embracing the new circumstances to enhance meeting effectiveness

### Meeting preparation and structure

- Planning, content and agendas: using the right approach for each type of meeting
- Rules, etiquette and boundaries

### Successful facilitation

- Technical considerations and tools
- Inclusion and engagement for all participants

### Following up

- The small actions that cement success
- Sharing best practice

## Participants will learn to...

- Fully understand the challenges and implications of hybrid meetings for participants, wherever they are based
- Determine the best meeting structure to reach the necessary outcomes
- Explore meeting rules, etiquette and boundaries and learn how to implement them successfully
- Run engaging and inclusive meetings in a hybrid environment
- Select the most appropriate technical tools and have an awareness of technology challenges