

LEADING VIRTUAL MEETINGS

FOR LEADERS AND MEMBERS
OF A VIRTUAL TEAM

NOMADIC IBP
www.nomadicibp.com

THE VIRTUAL CLASSROOM

At Nomadic IBP, we are experts at virtual classroom training. The virtual classroom sessions are delivered in WebEx Training Center (or the client's preferred platform) in a highly interactive fashion.

This means that participants will practice extensively. At least half of each session is to gain hands-on experience and receive ample feedback from peers and the trainers.

To ensure that each session will be interactive and engaging, the number of participants in each group is limited to 12.

Since 2008, we have created a proven methodology for designing and facilitating virtual sessions that is based on interactivity and engagement

ENGAGING LEARNERS FOR IMPACT





AN OVERVIEW

For many, the virtual classroom is a way to save costs and increase efficiency in learning.

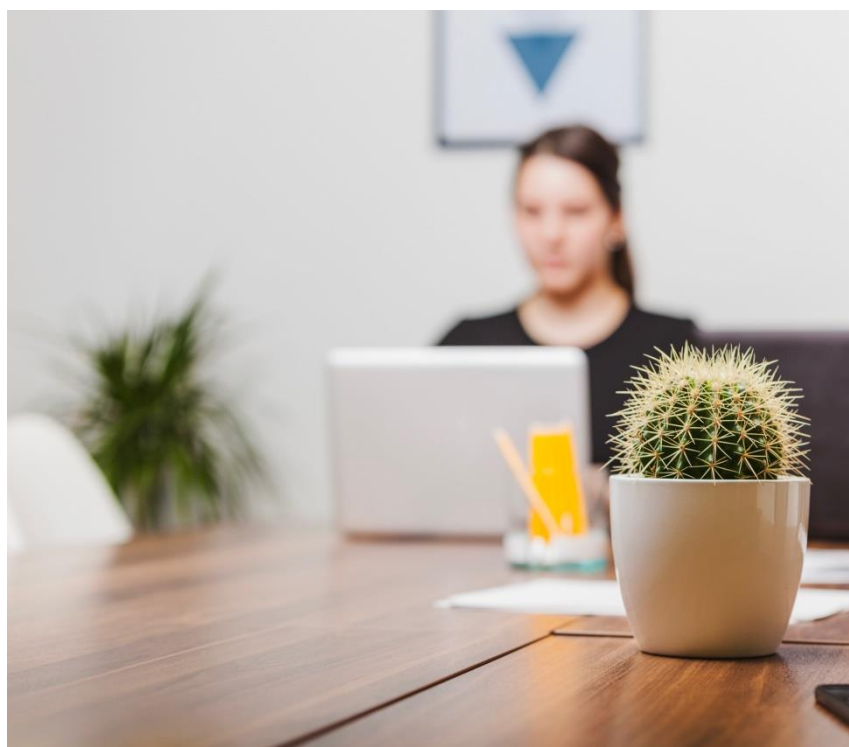
Although that is a clear benefit, we leverage the pedagogical benefits of the virtual classroom and create learning features that are even superior to some aspects of Face to face learning: simultaneous annotation, saving whiteboards and other documents, recording sessions for absent participants, break out rooms, video, private chat and



Building the virtual community is a fundamental leadership challenge and you are equipped to do this.

Tony Russel, former director executive development at L'Oreal

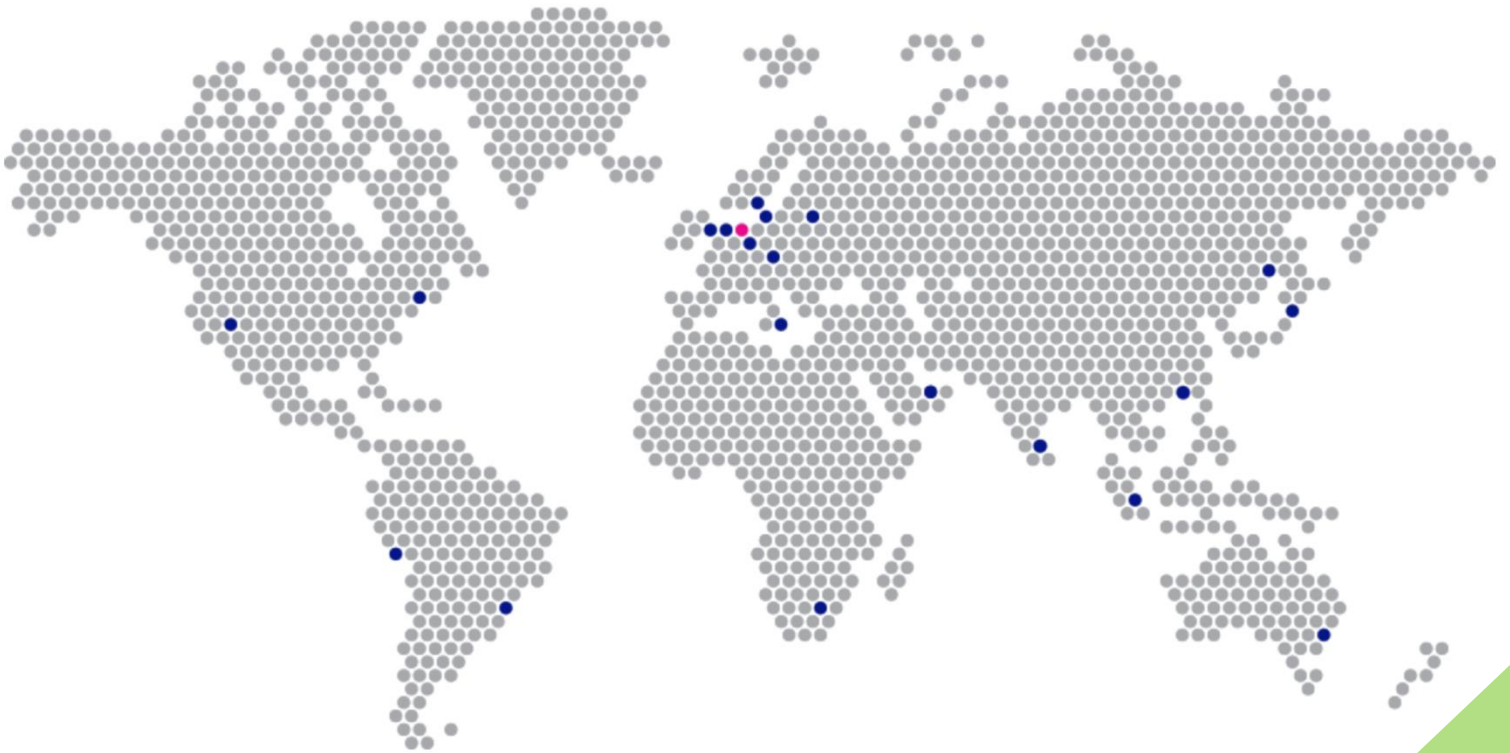
Our service: A Remote Team Simulation



Nomadic IBP's senior consultants are based across Europe, in South East Asia and North America. Nomadic consultants all have vast experience of working with major corporations internationally, across many cultures and working virtually. Through our global network of consultants we can offer our services in over 20 languages.

NOMADIC INTERNATIONAL BUSINESS PSYCHOLOGY

With clients across the globe, we work in many sectors of the economy, such as automotive, executive education, manufacturing, pharma, IT services, food industry as well as not for profit. We help them grow, sustain and transform in a global environment: whatever it takes to embrace their future.



Strong analysis from the coach
combined with suggestions based on
vast experience.

Manager at technical services company

Our service: Executive Coaching





Leading Virtual Meetings

Leading Virtual Meetings

If you find virtual meetings... boring, a waste of time, frustrating, chaotic, ineffective and unavoidable.

We have good news. Managed well, you know that virtual meetings can be both effective and highly economical. You can meet and work at any time with colleagues globally, saving significantly in travel, time and accommodation costs.

However, whether you use simple or sophisticated technology, and communicate 'remotely' often or little – the chances are that running virtual meetings is not something you enjoy.

Overcome your fear of virtual meetings

Executives everywhere fear virtual meetings. Managing the video conference suite with a mind of its own - or the crashing software platform – is not much fun. And no one wants to look technically inexperienced in front of colleagues and clients.

So how can you be clear and engaging when you don't know if people are listening, or checking their emails? Indeed - are they even there? Fear of losing colleagues' attention is another common fear, alongside managing the participant who keeps on talking.

Hint: Being distant doesn't mean you have to be distant

Leading virtual meetings shows you how to:

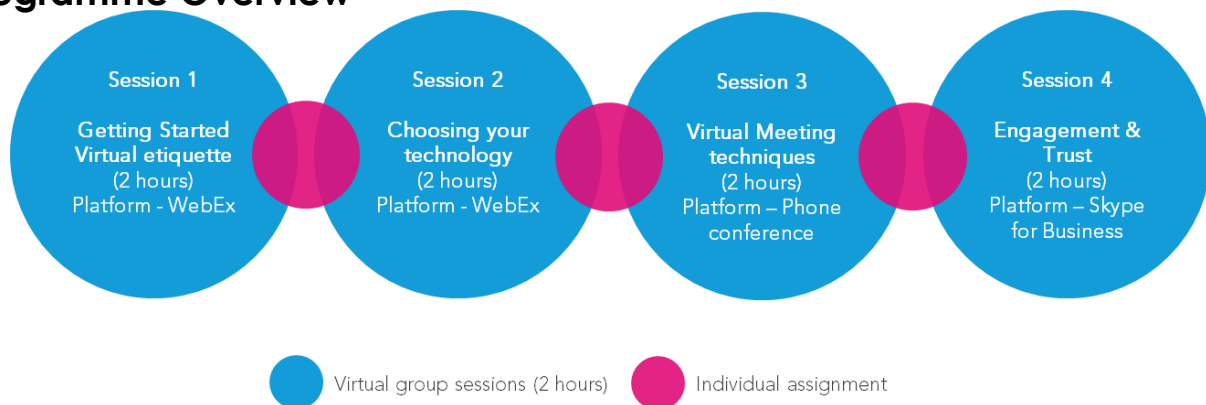
- Chair virtual meetings with skill and confidence
- Choose and use the most appropriate technology
- Manage group dynamics
- Cope with virtual 'etiquette'
- Create an engaging, friendly and highly productive meeting environment

Leading Virtual Meetings

This programme will bring you:

- 8 hours of live group sessions in Nomadic's virtual classroom (4 sessions)
- Regular practice throughout the programme
- Small groups of 10 people (max.) from across the world
- Knowledge and direct experience of several technology platforms
- Individual learning assignments
- 'Double level' learning – our virtual classroom mirrors the virtual meetings environment

Programme Overview



Learn virtually to lead virtually

We cover all you need to run virtual meetings, in a memorable, effective and enjoyable way. In other words – in the way that you will soon be running virtual meetings yourself.

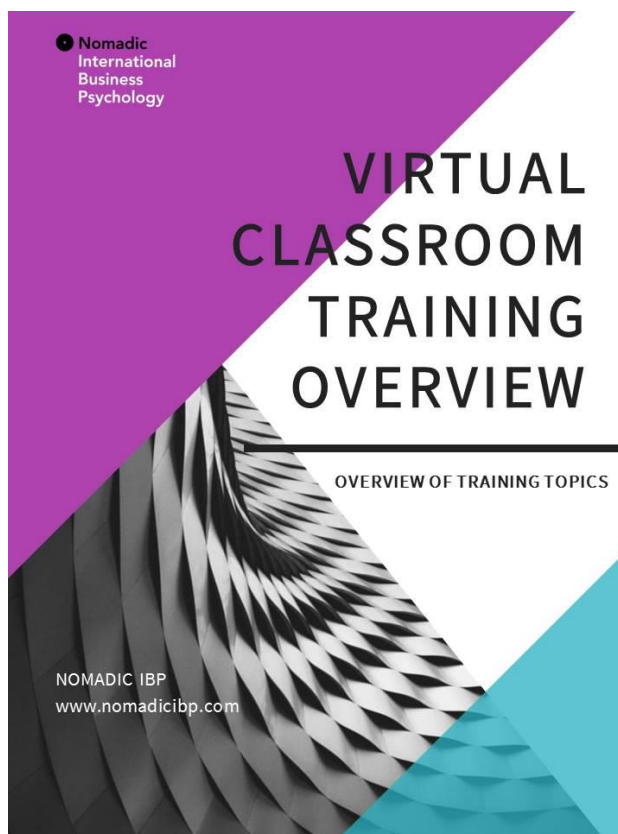
Technical requirements

- A computer or laptop with high speed Internet
- Possibility to use WebEx Training Center (some organizations with a high security level have firewalls that block WebEx)
- A USB headset
- A quiet place to work (no background noises).

About Nomadic International Business Psychology

We make virtual working work. We train the trainer, we train the leader and we train the team in 20 languages on 5 continents.

Our Virtual Classroom Training Overview is a digital brochure full of information on the different programmes that we offer, let us know if you want a copy or to discuss in more detail your needs.



**An overview of all programmes
on offer at Nomadic IBP**

Download via www.nomadicibp.com

Testimonials:

This is what some of our previous participants had to say about this programme:

This has been a really excellent experience, and it has opened my eyes to the wonderful potential of this way of working

Just do it! Interactive, energetic, amazing to see a group bonding online. Thank you so much for the course – I have got a tremendous amount out of it.

I'm very glad that I participated in this training. It was very well organized and helped me to improve my skills in organizing and performing virtual meetings. I will recommend this training to my colleagues.'

'Being a host of such a meeting I will pay attention of the aspect how to build and keep engagement and trust of the participants to move forward with the agenda and to come to the conclusions.'



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