e-learning

Virtual Moderation

The transformation in the world of work towards international teams is increasingly also changing the requirements for meetings and discussions. People are attending more and more virtual meetings. To ensure that the efficiency of these meetings and the decision-making process is not lost, the virtual moderator has to do more than simply lead the discussions and visualize the content. Virtual moderation not only requires good planning of the structure and content of the meeting, but the moderator also has to be able to resolve misunderstandings and minimize distractions remotely. Along with technical problems, cultural factors can also affect the moderation.

Learn the basics of effective virtual moderation in this e-learning.

Booking Number: 30608

Group of participants:
Professionals, project managers and all those who use facilitation as an effective working method and want to get an overview of the methods of virtual facilitation.

Duration: **approx. 1 hour**

Language: 🇩🇪 🇬🇧

Unit price:
€ 49,- zzgl. MwSt. | € 58,31 inkl. MwSt.
Package prices from 50 licenses on request

Learning objectives

✓ You will know the possible uses and success factors of virtual moderation.

✓ You will know what skills a virtual facilitator needs.

✓ You will know how to develop the content and structure for virtual moderation.

✓ You will know how to use virtual moderation to establish and maintain work skills.

✓ You will know how to use the technology.

Contents

Basics of virtual moderation

Why is virtual moderation important?

Technical preparation

Ask the right questions when it really matters

How can you achieve a good impact?

Planning the virtual moderation

Planning the structure and content

Participants' expectations Implementation of the virtual moderation

Technology, welcome remarks and establishing trust

Getting the topic off the ground

Guiding participants to decisions

Avoiding distractions

The cultural factor

Plan the wrap-up Outlook

Putting it into practice: try it out

Improve your performance through feedback

Information on the web
www.haufe-akademie.de/30608

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