

Online Meetings with Impact-Drive results, participation and clarity

Create engagement, clarity, and real connection across borders

Tired of online meetings that drag on, lose focus or end without clear results? This hands-on workshop shows you how to make international meetings productive, inclusive and easy to follow even when participants have different language levels or work styles. You'll learn how to plan meetings that stay on track, use clear English and visuals to make complex points understandable and guide discussions so everyone contributes and leaves with concrete next steps. Through real examples, live practice and interactive tools, you'll discover how to lead online meetings that feel structured, engaging, and action-driven and not just another video call.

Content

Planning and Structuring Meetings

- Designing and preparing online meetings for international audiences.
- Creating clear, inclusive agendas and purpose-driven structures.
- Defining roles, responsibilities, and decision rights transparently.

Communication and Clarity

- Communicating meeting goals and next steps with precision.
- Using simple, clear English to accommodate mixed language levels.
- Using visuals, summaries, and signals to guide comprehension.

Engagement and Participation

- Checking understanding and encouraging contributions from all participants.
- Ensuring everyone is on board, building shared ownership and clarity.
- Managing energy, tone and timing for engagement and clarity.

Collaboration Tools & Techniques

- Facilitating interaction and maintaining focus across time zones.
- Using collaborative tools effectively (e.g. Zoom, MS Teams, Miro, Mentimeter).

Cultural Sensitivity & Inclusivity

- Handling cultural and communication style differences confidently.
- Dealing with silence, misunderstandings or dominant voices constructively.

Action-Oriented Outcomes

- Turning discussions into actions: assigning tasks and reporting progress.
- Managing delegation and accountability in virtual environments.

Hybrid Meeting Management

- Leading hybrid meetings and integrating on-site and remote participants.

Online Learning Platform

Once you have registered, you will be able to access your online learning platform, including extra materials for consolidating what you have learned.

Your Benefits

- You will gain confidence and impact in English-language online facilitation.
- You will learn to engage diverse, international audiences.
- You deliver meetings with clear outcomes and shared ownership.
- You strengthen communication agility and global mindset.
- You receive practical feedback and personal coaching on presence and style.

Methods

A highly interactive live-online training combining short inputs, micro-exercises, breakout sessions, role-plays, and peer feedback – all conducted in English with international best-practice examples.

Who should attend

Managers, project leaders, trainers and professionals who lead or participate in English-language online meetings and want to make them more engaging, efficient, and globally effective.

Open Badges - Show what you can do digitally too.

Open Badges are recognised, digital certificates of participation. These verifiable credentials are the current standard for integration in career networks such as LinkedIn.

With them, you digitally demonstrate the competences you possess.

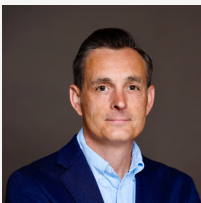
After successful completion, you will receive an Open Badge from us.

Read more:

<https://www.haufe-akademie.de/seminare-lehrgaenge/trending-topics/open-badges>



Referent:in



Neil Benfield

I work as a trainer and coach with over 20 years of experience as a trainer, lecturer, and corporate professional in international environments. My work focuses on communication, leadership development, negotiation, and conflict management, with a strong emphasis on clarity, structure, and practical application. I am known for highly interactive, practice-oriented trainings that enable direct transfer to the workplace, particularly in English-language and online working contexts.

Training details

Seminar | Online

2 Tage
max. 12 participants

Start dates

28.-29.09.2026

Live-Online

Course

zoom

Module times

Monday, 28.09.2026

9:00 am - 5:30 pm

Tuesday, 29.09.2026

9:00 am - 5:00 pm

25.-26.11.2026

Live-Online

Course

zoom

Module times

Wednesday, 25.11.2026

9:00 am - 5:30 pm

Thursday, 26.11.2026

9:00 am - 5:00 pm

18.-19.02.2027

Live-Online

Course

zoom

Module times

Thursday, 18.02.2027

9:00 am - 5:30 pm

Friday, 19.02.2027

9:00 am - 5:00 pm

13.-14.09.2027

Live-Online

Course

zoom

Module times

Monday, 13.09.2027

9:00 am - 5:30 pm

Tuesday, 14.09.2027

9:00 am - 5:00 pm

Current dates and further information can be found at www.haufe-akademie.de/42396

Participation fee

€ 1.590,- excl. VAT

€ 1.892,10 incl. VAT

Your registration options

Online: www.haufe-akademie.de/42396

E-mail: anmelden@haufe-akademie.de

Book your training course quickly and easily online. Please be sure to enter the name of the participant and the full billing address with telephone number and e-mail address.

In our Questions & Answers (FAQ) section you will find all the answers to the most frequently asked questions about our training courses:

<https://www.haufe-akademie.de/faqs>

You can also find our detailed conditions of participation on the Internet under www.haufe-akademie.de/agb or in the overall program.

You can find the complete data protection regulations at www.haufe-akademie.de/datenschutz.