

## Chairing Virtual and Hybrid Meetings

This programme has been developed for experienced meeting chairs and vice chairs who would like to develop their skills in facilitating virtual and/or hybrid meetings.

### Programme Objectives

By the end of this session, delegates will be able to:

1. Plan and prepare for an online meeting
2. Open the meeting and set out ground-rules
3. Managing participation in an online meeting
4. Make positive use of non-verbal behaviour and tonality.

### Further information

As many meetings are still run online, this session is full of practical hints and tips on how to manage virtual and hybrid meetings. This includes knowing how open the meeting and set the scene, as well as managing participation in an online setting.

**Duration:** Two hours