

Meetings Mastery

From Why to Wow in the Virtual World



“Meetings Mastery” is your ticket to an innovative, efficient, and stress-reduced virtual world. Revolutionise how you meet, collaborate, and succeed.

What you’ll experience in this virtual training session:

Part A: Virtual Meetings Unveiled

Dive into the efficiency and benefits of virtual meetings, exploring reduced emissions and financial gains. Discover rewards and navigate threats for a holistic virtual meeting experience.

Part B: Mastering Virtual Meetings

Delve into virtual meeting strategies, focusing on principles, overcoming obstacles, and ensuring productivity. From virtual mantras to overcoming challenges, empower a collaborative virtual environment.

Part C: Elevating Virtual Meetings

Uncover roles in virtual meetings, emphasizing a digital mindset, effective facilitation, and the power of digital whiteboards. Explore essential practices for successful virtual meetings, from fostering diversity to maximizing digital tools’ potential.

Post session (1 month)

Part D: Action with Microlearning

Reinforce and practice ‘Meeting Mastery’ through the Tri Helix Microlearning platform and its learning modules. In the upcoming month, actively engage with the content on your smart phone to promote continuous learning and enhance long-term knowledge retention. Utilise the leaderboard feature to stay motivated and track your training success.



Who is Tri Helix?

The Tri Helix Group specialises in facilitation and collaboration and are masters at working with teams to help them achieve project success. With over 20 years of experience, the team know what works and offers access to technical tools and experts designed to support a diverse range of industries.

In the last two years, our team have adeptly facilitated virtual meetings and workshops across 25 countries, involving 2,000 participants in over 30 projects.

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Unlock the dynamics of virtual meetings, learn principles for effective virtual sessions, and elevate meetings through a digital mindset, facilitation skills, and interactive tools.

“Revising a key corporate document that touches every aspect of a business can be a daunting prospect. The virtual approach we took was not only unique, but highly productive and engaging. It was incredible to witness people in the meetings so focused on the task and having fun.”

Manager

Why should I attend?

In a time-strapped world, “Meetings Mastery” transforms virtual meetings into stress-free, productive experiences. Benefits include:

Time Savings:

- Streamline virtual meetings for efficiency.
- Master questions to avoid unnecessary meetings.

Enhanced Productivity:

- Set standards for collaborative attitudes and behaviours.
- Overcome obstacles for valuable meeting experiences.

Reduced Stress:

- Proactive approaches for stress-free virtual sessions.
- Learn effective facilitation to navigate challenges.

Professional Growth:

- Cultivate a digital mindset for adaptability.
- Explore advanced collaboration tools.

Transformative Potential:

- Conclude with skills transforming meetings.
- Reshape the future of virtual collaboration.



What’s included?

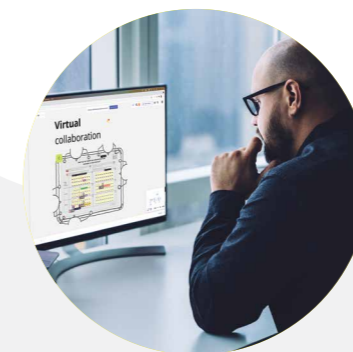
- Which type of meeting should I have? checklist
- Time, CO² emissions and budget saved by operating virtual infographic
- Working virtually rewards and threats checklist
- Productive meetings checklist
- Virtual work obstacles checklist
- Access to the Tri Helix app to reinforce learning retention

Time commitment

2.5 hour virtual session
0.5 hour follow-up Q&A virtual session
Self paced Microlearning App

Pricing

\$5,000 AUD + GST
Includes up to 20 participants
Further options available - please contact us.



Contact David Jenkins to discuss options, pricing and availability
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