

Succeed in remote interviews and meetings



RH-41 2 Days (14 Hours)



Description

How to ensure a productive and participatory exchange in the context of an audio or video conference? How to anticipate hazards? This training will allow you to acquire the methods and tools to prepare, lead and organize your remote meetings with efficiency and quality.

Who is this training for ?

For whom

Anyone required to organize interviews and meetings remotely.

Prerequisites

Aucune

Training objectives

- Prepare and organize the remote meeting
- Ensure the availability of the technical environment
- Adapt your communication and facilitation to technical support
- Assert your leadership as a facilitator
- Manage delicate situations

Training program

Préparer une audio ou une visioconférence

- Play on the strengths of remote animation.
- Define the stages of preparation for interviews and remote meetings.
- Define an agenda according to the objectives and the actions to be undertaken.
- Choose the profile and number of participants.
- Launch a clear and involving invitation.
- Plan the reservation of the necessary equipment at the meeting.
- Communicate the instructions for using the chosen technical environment.
- Exercise Prepare the agenda and the invitation to a meeting at distance.

Savoir animer une réunion à distance

- The role of facilitator: identify your own operating methods.
- Organize group work: methods, rules, tools for sharing information.
- Make the animation lively, structured and participatory.
- Regulate discussions, listen, reformulate.
- Synthesize, bounce back, regain control.
- Use sound look and/or voice.
- Role play Work on your voice and look to better communicate remotely.
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Conduire une réunion à distance

- The specificities of a remote interview.
- Establish the animation checklist.
- Take care of the introduction and conclusion.
- Manage the essential round table.
- Ensure group dynamics and everyone's participation.
- Manage the timing and mutual listening of participants.
- Establish a climate of trust.
- Write a clear and immediate report.
- Role play Prepare the introduction and conclusion of the meeting.
- Conduct a remote animation.
- Group debriefing.

Gérer les situations délicates d'animation

- Compensating for the absence of non-verbal communication: focus on audioconferencing.
- Some principles for reacting to disruptions: focus on videoconferencing.
- Get informed to understand cultural differences.
- Role play Facilitation of a delicate meeting.
- Individual and collective debriefing.

Préparer son plan de progrès

- Self-diagnosis of its leadership leadership.
- Collective reflection Exchanges on the different plans for progress.