

# MASTER THE VIRTUAL MEETING™

VIRTUAL  
2.5 HOURS FOR UP TO 24



## INSTANT DIGITAL TRANSFORMATION. ARE YOUR EMPLOYEES READY?

Organizations have been in varying stages of **digital transformation** for years. **Recent times have radically accelerated digital plans.**

This digital transformation has highlighted **lack of experience with virtual meeting technology** and **lack of training** as top business challenges.

**MASTER THE VIRTUAL MEETING™** addresses these challenges head-on by equipping participants with four essential virtual meeting skills:

1. **PLAN** a meeting that matters to invitees
2. **ENGAGE** with impactful presence
3. **MOTIVATE** participants to contribute
4. **ENRICH** the virtual experience

### World class training with proven results

Mandel Communications has been a global leader in virtual instructor-led training design and delivery for over 10 years.

Harness the power of virtual communication to drive immediate, measurable business results:

- Foster consistency in meeting expectations
- Overcome video conference anxiety
- Collaborate to win in a new world of work
- Drive better business decisions faster
- Enhance sense of inclusion and belonging
- Connect more deeply with clients
- Resolve problems with fewer meetings

# THE SKILLS

## 1. **PLAN** a meeting that matters to invitees

- Virtual vs. face-to-face dynamics
- Invitee needs and expectations
- Compelling invitations, openings, intros

## 2. **ENGAGE** with impactful presence

- Eliminate attendee multi-tasking
- Overcome virtual void anxiety
- Micro-behaviors that influence what invitees understand and care about

## 3. **MOTIVATE** participants to contribute

- Which questions are best? When?
- Recognize ideas and interests
- Gain commitment and share outcomes

## 4. **ENRICH** the virtual experience

- Technical video and platform tips
- Tips to get your technology to pay-off
- Tactful ways to add value in meetings owned by others

“Other training companies just flipped classroom solution to virtual delivery. Mandel designed the virtual learning experience to get the best results.”

# THE DETAILS

## SPECIFICATIONS

- 2.5-hour virtual session for up to 24
- Built-in breaks to retain attention
- Stakeholder viewpoint sets the stage
- Real-world, job-specific applications
- Engaging, interactive skills practice
- Flexible design aligns to business priorities

## REINFORCEMENT & MEASUREMENT

- Two months' free access to AI-driven mobile app measures improvement
- Easy-to-use tools deliver immediate application and make training stick
- Insightful evaluation reporting provides immediate, relevant feedback



LARGE  
GROUPS



SMALL  
GROUPS



LIVE  
VIRTUAL

**FLEXIBLE  
DELIVERY  
OPTIONS**