

W E L C O M E

# Virtual Grooa Training Workshop

— ..

Leading Effective Virtual Meetings  
with balanced EQ/IQ skills





## BEFORE WE BEGIN



We will send you  
the recording



Submit your questions anytime.  
We'll do Q&A all throughout



Please complete the  
exit survey





Presenter

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CEO and Executive Leadership Consultant





Co-presenter

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Virtual Assistant, Inspiria Coordinator and Herbalist



# WHY!?

## Frustrations and Opportunities

— ...



I know how it feels; not prioritized ... hence often frustrating.  
I love shedding light on frustrations and shift perspectives.  
I believe change starts with awareness.





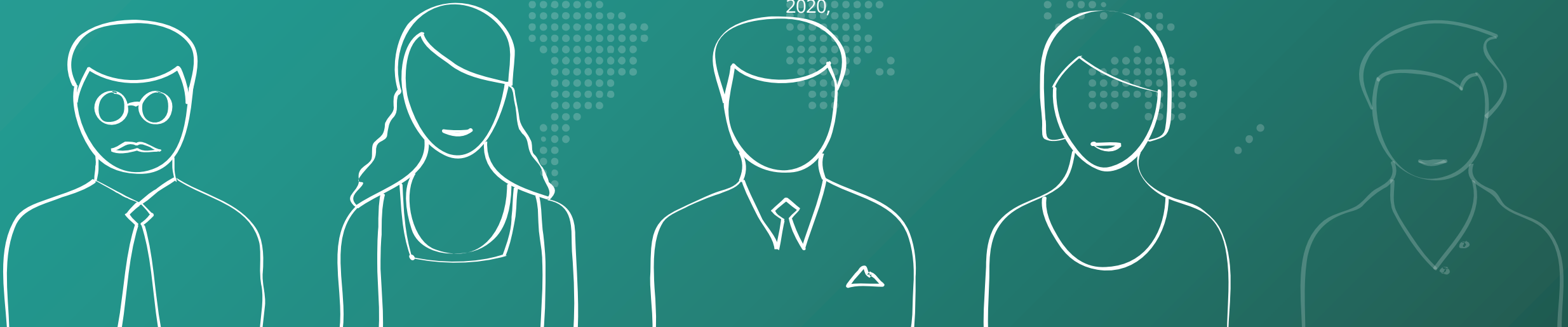
SURVEY  
SURVEY RESULTS (Grooa, 2020)

4 IN 5 PEOPLE

Think that effectively Leading a Virtual Meeting is Hard  
Attend more than 3 Virtual Meetings every day

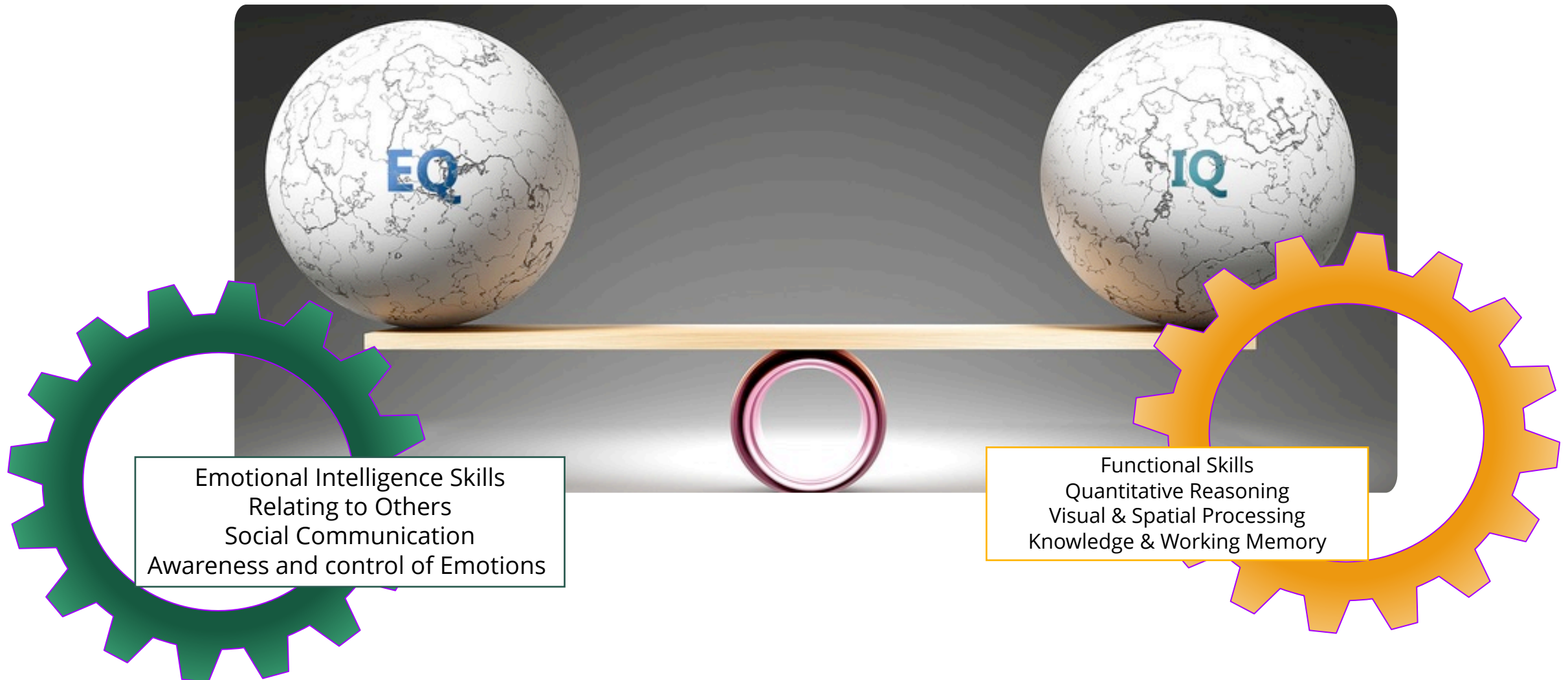
Two thirds Believe Virtual Meetings are a Waste of Time (UK survey, CV-Library)

2020,



# YOUR SKILLS ENHANCED

— ...





## COURSE OVERVIEW

# Leading Effective Virtual Meetings with balanced EQ and IQ skills



### Part 1

How to set-up a  
productive virtual  
meeting in 5 steps



### Part 2

How to develop  
Enhanced Emotional  
Intelligence "Antennas"



### Part 3

How to create Shared  
Ownership and Mutual  
Accountability



### Practice

Guidelines to practice  
with your own team.

Optional Exam  
to earn Certificate

# Setting up your Virtual Meeting



Set Rules and Codes of Behavior



Align and Engage on Intention,  
not only Agenda



Make the Technology work  
for you



Design a fluid and flexible  
Flow



Breaks and Teasers



Functional  
Skills



# Setting up your Virtual Meeting



Set Rules and Codes of Behavior

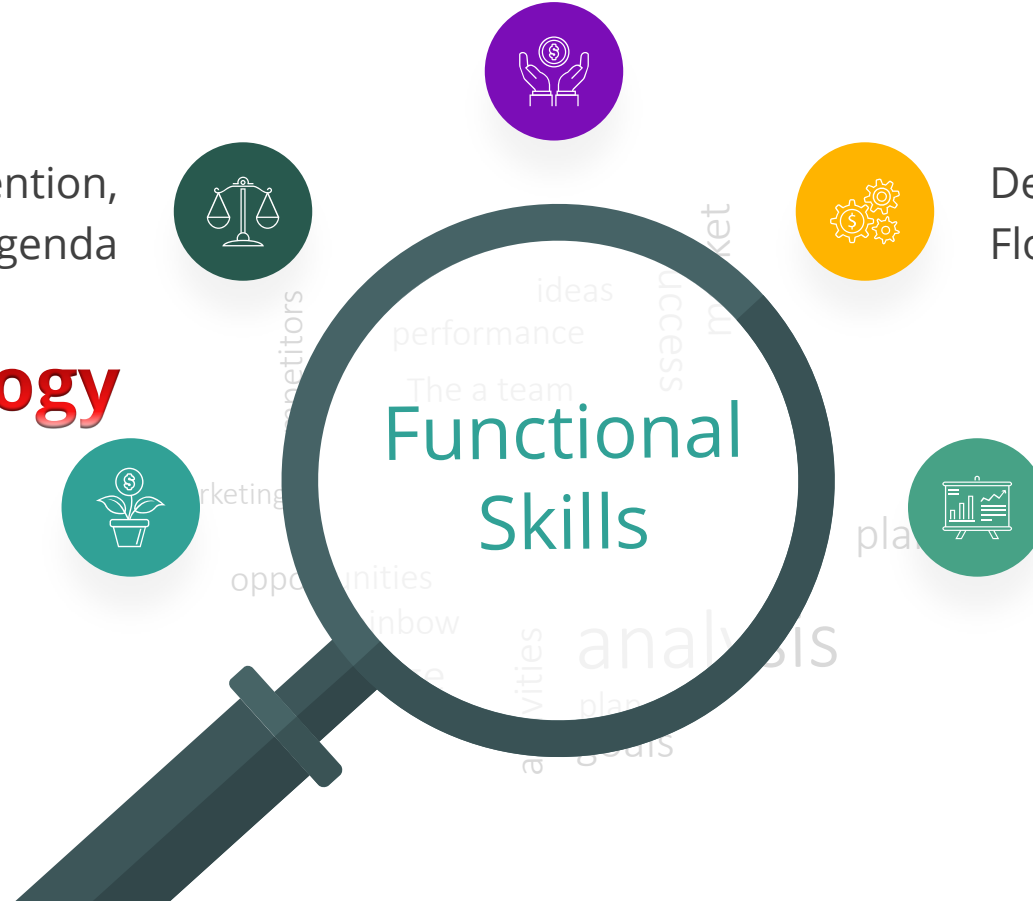
Align and Engage on Intention,  
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Design a fluid and flexible  
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Breaks and Teasers

**Make the Technology  
work for you**

Functional  
Skills



Number 1

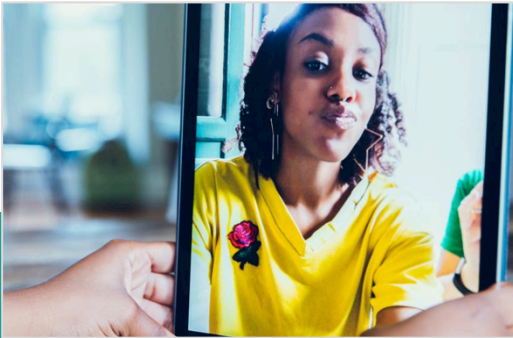
# Make the Technology work for You

3 perspectives



3 P E R S P E C T I V E S

# Make it work **BEST FOR** — ...



## Myself

Reducing self-consciousness

De-stress mind and body  
Practice to make it natural  
Mindfulness for presence



## My Teams

Increase choices & declutter

Different Platforms  
Additional Integrations



## The Operations

Challenging the Status Quo

Transformational Opportunities  
Decentralized – Smart  
Make Invisible Work Visible

POLL



The Productivity Paradox

# From Steam to ELECTRICAL POWER



## Steam Engines

1760 – 1870

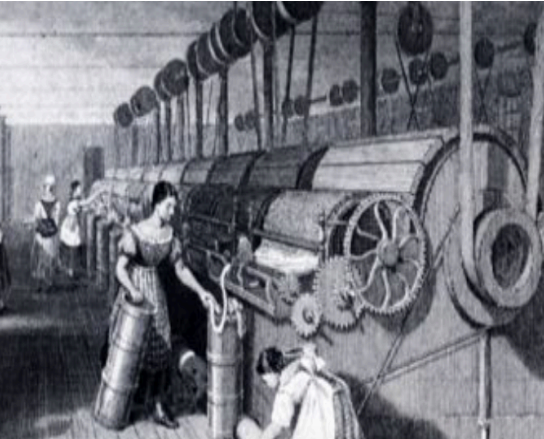
Steam and Turbine Steam Power  
replace Water Power

1<sup>st</sup> & 2<sup>nd</sup> Industrial Revolution



## Central Power Source

Production must be cramped around a  
single sturdy engine  
Small Steam Engines are not efficient



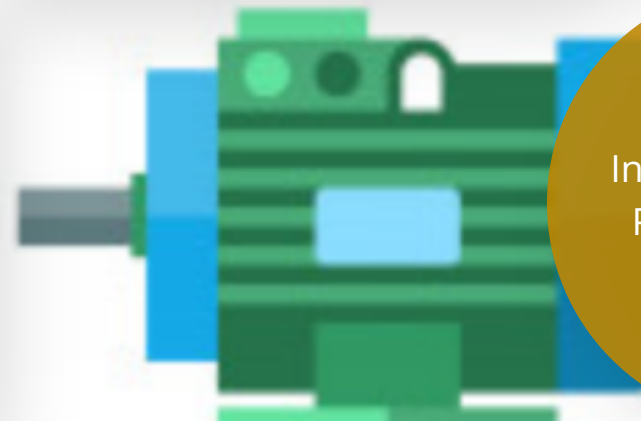
## Shift to Decentralised

Electricity allows different layouts  
Less cramped  
More Flexible



## Electrical Engine

Introduced in factories around 1870  
Placed centrally like Steam Engines  
Initially not showing advantages



# From In Person to VIRTUAL MEETINGS



## In Person Meetings

All together same room



## One Main Format

For all Occasions  
Problem Solving  
Relationships  
Decision Making  
Brainstorming



## Specific Formats

A portfolio of options  
Diversified and flexible  
Make Invisible work Visible



## Virtual Meetings

Reproducing usual patterns  
means to significantly under-utilise  
the technological opportunity



# Setting up your Virtual Meeting

— ...

Set Rules and Codes of Behavior

**Align and Engage on Intention,  
not only Agenda**

Make the Technology work  
for you



Design a fluid and flexible  
Flow



Breaks and Teasers

Functional  
Skills



Number 2

# Align and Engage on Intention

NOT ONLY ON AGENDA



POLL

I N T E N T I O N

# Why do we have MEETINGS?



## Specific Business Need

Make a Decision or Solve an Issue

Why is it important? What makes us proud of contributing?



## Hold a Forum

Brainstorm, exchange insights, strategize

We wish to leverage on everyone's views – together is more



## Strengthen Team

Develop Collective Capabilities, Exchange Learning and Feedback

Sustain a culture of trust and togetherness, enhancing engagement



NOT for Information Exchange



# The “WHY”

— ..

# Align on Intention

to engage  
to hold focus  
to allow flexibility



# Setting up your Virtual Meeting

— ..

## Set Rules and Codes of Behavior



Number 3

# Rules and Code of Behavior

HOW DO WE WANT TO WORK IN THIS SPACE?



The virtual flip chart

Ground rules to guide the behavior

Practical Rules and Behavioral Expectations

Share, Encourage Suggestions, Align and Commit





# Setting up your Virtual Meeting



Set Rules and Codes of Behavior

**Design a  
fluid and flexible Flow**

Align and Engage on Intention,  
not only Agenda

Make the Technology work  
for you

Breaks and Teasers

**Functional  
Skills**



Number 4

# Fluid and Flexible Flow

Hold focus AND stay open to new insights



# Example of Virtual Agenda

— ...



## CHECK IN

Social Chat  
Warm up  
Invite  
Celebrate  
Appreciate



## IRR

Intention  
Rules  
Roles



## TOPICS

2 or 3  
Introduce  
Define  
Invite  
Facilitate  
Close



## DISCUSSION

Enough Time  
Everybody  
In Turns  
Free  
Self Qualify



## WRAP UP

Swift  
Simple  
Shared



## Forum

Informal, may not have fixed agenda, only topic list  
Pre-circulated Intention  
Sharing of material (mainly facilitator at start, then shifting)

01

02

## Business Need

Pre-circulated Structured Agenda + Request for inputs  
Pre-defined Timing for Topics  
Invite Flexibility to Diverge & Align – Might not Pursue in Same Meeting



## Relationship

Focus on creating safe space for sharing  
Drop-in people and Drop-in topics format, within a pre-aligned Intention  
Expend Check-in and Wrap-up

03

AGENDA FIT  
— ∴ —

### Ice Breaker



Invite to talk  
without forcing



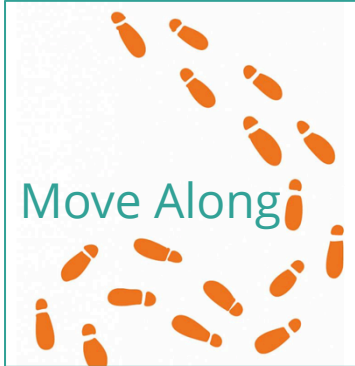
Appreciation



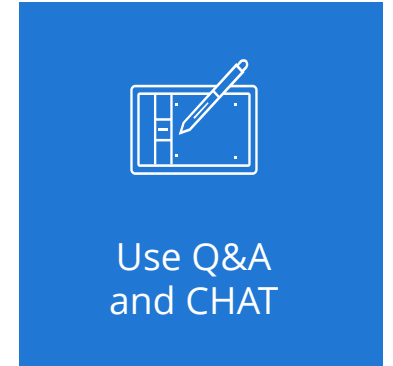
Only  
Key Data



Move Along



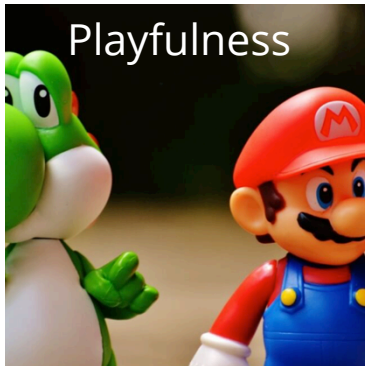
Use Q&A  
and CHAT



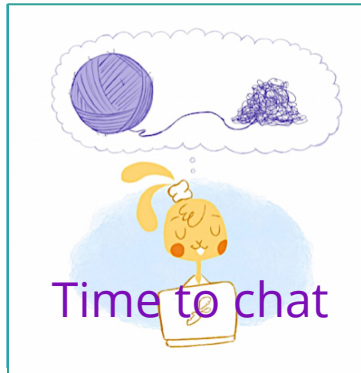
Reasonably  
Stick to  
Agenda & Time



Playfulness



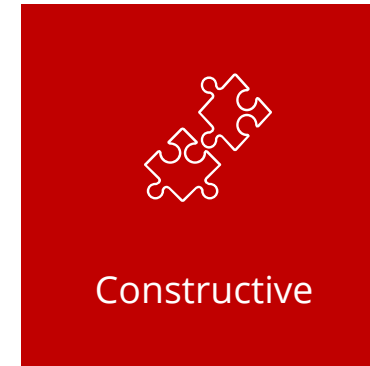
Time to chat



FEEDBACK



Constructive



SHORT SUMMARY



## Facilitation TIPS



Virtual Meetings require Firm and Friendly Facilitation.



# Setting up your Virtual Meeting



Set Rules and Codes of Behavior



Align and Engage on Intention,  
not only Agenda



Design a fluid and flexible  
Flow

Make the Technology work  
for you



Functional  
Skills



**Breaks and  
Teasers**



Number 5

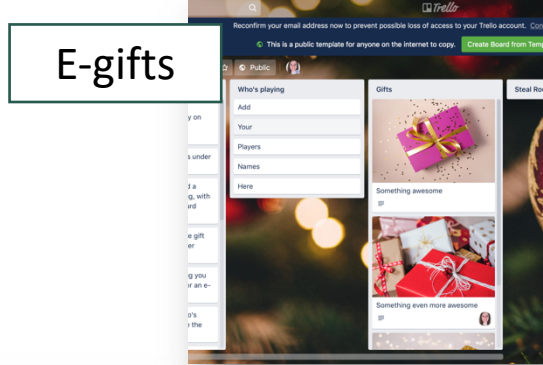
# Breaks and Teasers

Make it fun to be together virtually





Share  
Cartoons



E-gifts



Messy Desk  
Competition



Social  
Chat  
Channels



Expensed  
Virtual  
Lunch



Pack your Bags  
Virtual Games

... and **more!**

# YOUR PROGRESS



YOU HAVE COMPLETED PART ONE



**HOW TO SET UP A PRODUCTIVE  
VIRTUAL MEETING IN 5 STEPS**



**HOW TO DEVELOP ENHANCED  
EMOTIONAL INTELLIGENCE "ANTENNAS"**



**HOW TO CREATE SHARED OWNERSHIP  
AND MUTUAL ACCOUNTABILITY**



**GUIDELINES TO PRACTICE  
IN YOUR TIME WITH OPTIONAL EXAM**



# Q & A

...

Please write your questions in the CHAT area