



## **The structure of the meetings. A model translated into online communication - 1.5 h**

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### **Context**

As a business consultant we participated, initially as an observer, in many of our clients' online and offline meetings. These were both board meetings and departmental meetings. The frequency differs from one industry to another, from one organizational culture to another and obviously, from one business dimension to another. The problems I found are somehow on the same line. Sometimes we feel that the duration is not adjusted, that the decisions are not clear and the action plans are not set, that we jump too quickly on multiple planes and lose the essential objective for which we have gathered. We know it is easy from the position of observer. You see them, you present them, you correct them next time.

The business context in 2020 will be different from everything that has happened so far. Remote work becomes part of us and our teams, and online meeting platforms are a supporting tool without which we will not be able to live. But they are not enough. Technology keeps up with the times, that's right. However, it is imperative to have a structure in place to continue to set meetings on the strategic-tactical-operational model, to work focused, as a team. Sure, it's even more difficult. Self-discipline is crucial, and the ability to facilitate structured meetings certainly makes the difference in team performance.

Come to the Sfera Business webinar "Meeting structure. A model translated into online communication" to see how other teams have overcome the challenges caused by the recent changes and have turned the situation into a competitive advantage! A practical model, with immediate applicability.

### **Learning Objective:**

- How to build and implement a model of online meetings that will ensure my functionality and commitment at the team level.

### **How the webinar runs:**

- Facilitation, sharing of best practice - efficient means of meeting construction;
- Presentation of the strategic-tactical-operational model; format and manner of construction of the agenda; tips and tricks for increasing communication efficiency;
- Team exercise, case study. Preparation of a semi-annual structure of online meetings for a company operating on the Romanian market;