

# Course : Leading successful remote meetings

*Practical course - 3.5 hours - Ref. 9RD*

*Price : 430 CHF E.T.*

★★★★★ 4,6 / 5

Vous découvrirez quels grands principes adopter pour réussir l'animation de vos réunions à distance. Ainsi, vous pourrez mieux capter puis maintenir l'attention de vos interlocuteurs, ritualiser les méthodes d'animation les plus participatives et mobiliser efficacement chaque participant.

## Teaching objectives

**At the end of the training, the participant will be able to:**

- ✓ Identify and use the attention mechanisms at play in remote meetings
- ✓ Set up communication and interactivity rules to mobilize participation in videoconferences

## Intended audience

Anyone required to lead or co-lead videoconference meetings.

## Prerequisites

No special knowledge required.

## Practical details

### Teaching methods

This practical, interactive workshop is based on two pedagogical phases: a phase of reflection and exercises on optimizing content, and a practical phase featuring meeting launch scenarios.

## Course schedule

### PARTICIPANTS

Anyone required to lead or co-lead videoconference meetings.

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 1 Presenter-director: adapting your video presentation methods using attention mechanisms

- Identify the 4 mechanisms of attention: emotion, meaning, focus and digestion.
- Use John Medina's model to segment your video animation.
- Enrich your range of animation methods and media to regularly reactivate attention and renew group dynamics.
- Share a simple, effective communication system to validate a sequence.

### Hands-on work

Collective brainstorming on Klaxoon, followed by sub-group exercises to segment a video meeting project using Medina's model.

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## 2 Actor facilitator: amplifying the facilitator's posture to involve participants

- Encourage your participants to open the video channel, not just the audio one. Start exchanges with an ice-breaker.
- Reinforce questioning and listening to amplify exchanges and productivity.
- Orchestrate the distribution of words and avoid hubbub.
- Create a friendly working atmosphere with your voice (rhythm, flow, volume...).
- Involve callers physically (gestures, postures, smiles, looks).

### Role-playing

Simulations of meeting launches or meeting sequences (videoconferencing) to learn how to generate the right group dynamics. Group debriefing on observed behaviors.

## Dates

### REMOTE CLASS

2026 : 13 Mar., 5 June, 18 Sep., 27 Nov.