

Gsponer.

Online Team-Meetings with added value for all participants



Due to increased remote working, team meetings are shifting from well-equipped meeting rooms to the virtual room. Whether "Skype for Business", "MS Teams" or other platforms – the tools are available and the "modern working generation" knows how to use them.

But one question is difficult to answer for many managers: How do I conduct an online team meeting so that:

- I can fulfill my role as leader from a distance,
- The exchange of information takes place in a structured manner and without excessive discussion,
- There is real added value for all participants?

Let us tackle this issue together.

Remote Leadership

Meetings, whether onsite or online, are there to exchange information, make decisions, plan and control work. Unconsciously, we regularly use flipcharts, present content on big screens or refer to physically available documents. We constantly keep an eye on each other, listen to each other and avoid obvious distractions out of respect – we are simply on site. But what challenges await the meeting chairperson when everyone is working together remotely on a PC, laptop, tablet or smartphone with state-of-the-art technology?

The goal of online team meetings is still to exchange information, make decisions, plan and control work – and all this with the same quality as in the familiar analogue world.

Particular attention should be paid to the following factors:

- Shaping the meeting agenda and define the roles of the team-members
- Preparation of the documents for live collaboration
- Call guidance and control
- Technical system fitness, rules of behavior and Modern working culture
- Object driven digital reporting

How Gsponer supports you

Gsponer develops the «Remote Leadership Skills» of managers and team leaders to the next level to ensure team performance even in a decentralized work situation.

- Coaching of meeting leaders in the preparation and implementation
- Live coaching of teams in online meetings
- Interactive online training for managers using specific simulation cases
- Basic training for online meetings (handling ICT tools, presentation and communication techniques, moderation technique)

Expertise

Gsponer Management Consulting AG is an independent consulting boutique based in Basel. As transformation experts, we combine tools and methods with effective application and thus help organizations to achieve successful change.

The Gsponer Plus

All our experts are proven trainers and coaches with many years of sales experience and in-depth training in the areas of communication and sales management.



Jean-Claude Gsponer



Georges Roten



Alain Müller



Christian Grütter

Gsponer.

The Transformation Company

Gsponer. Management Consulting AG
Basel | Bern | Munich | Zurich

Phone +41 58 332 30 11
info@gsponer.com www.gsponer.com