

# Successfully conducting remote interviews and meetings

**Hands-on course of 2 days - 14h**

**Ref.: UNI - Price 2024: €1 370 (excl. taxes)**

How can you ensure discussions are productive and participatory in the context of a conference call or video conference? How can you anticipate unforeseen events? This course will show you the methods and tools you need to efficiently prepare, lead and frame your remote meetings.

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Prepare and frame a remote meeting
- Ensure the technical environment is available
- Adapt communication and facilitation to the technical environment
- Affirm your leadership as a facilitator
- Handle sensitive situations

## ROLE-PLAYING

Case studies. Practical use of appropriate behaviours on role plays. Self-diagnosis.

## THE PROGRAMME

last updated: 06/2024

### 1) Prepare a conference call or video conference

- Leverage the benefits of a remote meeting.
- Define the preparatory steps for remote interviews and meetings.
- Set an agenda according to the objectives and actions to be undertaken.
- Choose the profile and number of participants.
- Send out a clear and engaging invitation.
- Plan the booking of the necessary equipment.
- Communicate on how to use the chosen technical environment.

*Exercise : Preparing the agenda and invitation to a remote meeting.*

### 2) Know how to lead a remote meeting

- The role of facilitator: identify your own ways of working.
- Organise group work: methods, rules, information-sharing tools, etc.
- Make the meeting lively, structured and participatory.
- Regulate discussions, listen, reformulate.
- Sum up, respond, regain control.
- Use eye contact and/or voice.

*Role-playing : Working on your voice and eye contact to better communicate remotely.*

### 3) Conducting a remote meeting

- The specificities of a remote interview.
- Prepare the checklist.
- Focus on the introduction and conclusion.
- Manage the essential roundtable presentation.
- Create group dynamics and ensure individual participation.
- Manage the timing and mutual listening of participants.

## PARTICIPANTS

Anyone needing to organise interviews and meetings remotely.

## PREREQUISITES

Experience in management or project management is desirable.

## 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.

## 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](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

- Create a climate of trust.
  - Immediately write up clear minutes.
- Role-playing* : Preparing the introduction and conclusion of a meeting. Conducting a meeting remotely. Group debriefing.

#### 4) Managing sensitive situations

- Compensate for the lack of non-verbal communication: focus on conference calls.
- Some principles for responding to disruptions: focus on videoconferencing.
- Understanding cultural differences.

*Role-playing* : Leading a sensitive meeting. Individual and collective debriefing.

#### 5) Preparing your progress plan

- Self-diagnosis of your leadership as a facilitator.

*Group discussion* : Discussions on different progress plans.

## DATES

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### REMOTE CLASS

2025 : 27 Feb, 16 Jun, 18 Sep, 01  
Dec