

## Effective Virtual Communication

Communicating effectively and engaging people is always difficult, but it's even harder to do when you're working remotely, and it has to be done over the phone or some virtual meeting platform.

Having impactful and influential conversations, motivating people or just maintaining a sense of 'connectedness' during this time of working from home becomes even more challenging but nonetheless important.

We will look at the challenges of maintaining personal impact, engaging with people in a virtual world and ways to manage communication to help maintain motivation, take account of the audience and, ultimately, get things done.

### Participants will:

- ▶ Explore the challenges and opportunities when communicating virtually
- ▶ Examine their communication habits and what is working for them and what is working against them
- ▶ Consider how to reduce the gap between sender and receiver through improved use of virtual communication channels
- ▶ Build a virtual success plan in order to communicate more effectively in the future

### Before attending:

*(We'll be using the outputs of this work during the session, so we ask participants to:)*

1. Consider the challenges you are having right now in engaging with people, including your team, in a virtual way. What's making it harder? How are people feeling? How do you know?
2. Note down 3 words that would describe great communication.
3. Think about great communicators you know (either personally or otherwise). What makes them a great communicator?

**Session length:** 2 hours

