

# Facilitating Great Web Meetings

Webinar Presenter: Cynthia Clay, CEO of NetSpeed

Learning Solutions™

Wednesday, November 16, 2016, 6:00 PM-7:00 PM via the WEB on Adobe Connect



**Description** Can you imagine facilitating virtual meetings that people begged to attend? This one-hour webinar explores the design and facilitation practices used by the best virtual meeting facilitators. If your organization's managers now lead virtual teams, they probably rely on virtual meetings to bring people together for discussion, decisions, and results. If you would like to increase the productivity and effectiveness of your online meetings, you must plan and design your meetings around the tools available in your web conference platform. Adopt the best practices used by great online meeting facilitators.

## Webinar Objectives

- Design virtual meeting agendas with participant engagement in mind.
- Harness the best thinking of meeting attendees.
- Minimize multitasking and increase focus during your virtual meetings.
- Take away a Virtual Meeting Checklist.

**BIO** Cynthia Clay founded NetSpeed Learning Solutions with the belief that technology would not just revolutionize the way training was delivered, but that it also held the potential to dramatically enhance and extend the learning experience itself. She has 25 years in training and management development and a past career that includes training, coaching and mentoring thousands of employees and trainers at hundreds of companies. Under her leadership, NetSpeed Learning Solutions is an industry leader in the development of high quality, innovative, and successful blended and virtual learning programs. Cynthia has presented numerous times at the ATD International Conference.

## Registration:

- Alliance Package Members – PrePaid
- Alliance Students Members – \$10.00 (USD)
- ATDNM Members – \$15.00 (USD)
- Professional Guests – \$20.00 (USD)
- Student Guests – \$15.00 (USD)

Register at [www.atdnm.org](http://www.atdnm.org)

**2 copies of Cynthia's book  
"Great Webinars"** will be  
given away to attendees  
after the webinar.

**Note: Webinar Connection instructions will be provided upon registration. You can connect from any computer or mobile device.**