

ONLINE MEETINGS

WHEN/WHERE

20th & 27th January 2021
(13:00-17.00)
Online

REGISTRATION

Email sc-forschung@i-med.ac.at
Free of charge
Limited to 12 participants!

Aim

Effective communication and meeting skills are key aspects of successful cooperation and academic careers. Being able to use them convincingly in the ever-increasing number of online settings that have become part of our everyday lives will be a relevant success factor in the future.

Learning useful techniques and practicing them with trainer and peer feedback will enhance participants' skill set, increase meeting productivity and deliver satisfying outcomes. Participants will become (and feel) more competent and secure in their virtual interaction and communication with others.

Based on the input received and discussed in the first session, participants will be requested to prepare a short online meeting to practice in the second session. Trainer and peer feedback complete the learning effect.

Content

Topics covered:

- Purpose and function of (online) meetings
- Preparation & agenda
- Online setting(s) & requirements
- Chairing an online meeting
- Participating in an online meeting
- Presenting in an online meeting
- Minute-taking & minutes

Exercises:

- Practicing agenda preparation
- Trying out short online meetings as chair / participant
- Trainer and group feedback in the online setting

Trainer

Mag. Martin Buxbaum M.A.



An experienced communication, presentations and meetings coach as well as language trainer and stage director, Martin Buxbaum has conducted numerous communication and body language workshops especially for academic, business and international relations contexts.

Impressum:

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