

# Assessment

## WHEN to use Web Conferencing

For People invested in Human Resources, Talent Management, Learning, Training and Development, Performance Management, Organizational Development, Coaching and Facilitation.



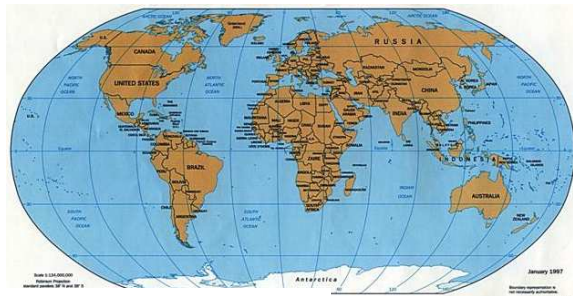
**The following three pages contain 41 examples of WHEN you can use Web Conferencing with people in different locations.**

**Instructions:** On the next pages, place a checkmark next to the task (example) if it is something that would benefit you. In other words, do you see value in accomplishing the task without traveling or without driving?

- *Do you really need to travel or drive to that meeting or training session?*
- *Would your telephone or conference call benefit by adding the visual, interactive, and other features in Web Conferencing?*
- *How much more value can you contribute by connecting with people in a new way?*

Collaboration, Productivity, and Training  
**morevirtual.com**  
*"Dynamic collaboration gets results"*

**No Travel. Less Travel. Less Driving.**  
Make better use of Web Conferencing.



**State ● County ● City**

## When people are in different locations, use Web Conferencing.

Your Name \_\_\_\_\_

### In the Loop with Stakeholders and Clients

- \_\_\_\_\_ 1.1 Give a virtual presentation to executives, e.g. on a Succession Plan, Performance Management System, Employee Benefits Plan, and Outsourcing Plan.  Low Interactivity  High Interactivity
- \_\_\_\_\_ 1.2 Debrief/give status updates to executives/department heads on the Talent Management program, Alignment initiative, Onboarding process, Training program, Flexwork-Telecommuting program, On-Demand system, LMS, Culture Change initiative, results of the Assessment, Compliance levels, Wellness program, and so forth.
- \_\_\_\_\_ 1.3 Involve your clients and stakeholders in periodic collaborative planning meetings.
- \_\_\_\_\_ 1.4 Plan a "virtual roundtable" event for 100's of people. Then, be the virtual master of ceremonies for the event, with executives, stakeholders, experts and participants in multiple locations.
- \_\_\_\_\_ 1.5 Plan the executive team's off-site retreat or conference.
- \_\_\_\_\_ 1.6 Prepare executives for large audience programs (using Web Conferencing).
- \_\_\_\_\_ 1.7 Facilitate virtual meetings to discuss policies that would increase innovation.

### Managing and Day-to-Day

- \_\_\_\_\_ 2.1 For day-to-day work, use Web Conferencing with people in other locations.
- \_\_\_\_\_ 2.2 Manage dispersed staff and virtual teams. (Build camaraderie, collaboration, communication, and teamwork. Do not let "lack of clarity" be a problem.)
- \_\_\_\_\_ 2.3 Manage contracts. Show and discuss "what if" budget (financial) scenarios.
- \_\_\_\_\_ 2.4 Conduct problem-solving meetings with suppliers and partners. Discuss project milestones.
- \_\_\_\_\_ 2.5 Manage projects. Discuss project status with team members and make changes to project plans. Ensure coordination and communication.

### Pre-Sales / Pre-Contracting

- \_\_\_\_\_ 3.1 Deliver content-oriented "webinars."
- \_\_\_\_\_ 3.2 Give demos."
- \_\_\_\_\_ 3.3 Obtain input from stakeholders on success criteria, assumptions, and risks.
- \_\_\_\_\_ 3.4 During "discovery," involve front-line employees, end users and stakeholders ... for new programs and technology (portals, software, online dashboards, eLearning, collaboration tools, LMS).

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Your Name \_\_\_\_\_

- \_\_\_\_\_ 3.5 Collaboratively develop and lock-down with your clients, the consulting plan and/or statement of work.
- \_\_\_\_\_ 3.6 For tailored (custom) solutions, get agreement on objectives, the design, and the storyboards.

## Experts

- \_\_\_\_\_ 4.1 Involve experts in decision-making, when they are in other locations.
- \_\_\_\_\_ 4.2 People in other locations deliver their "expertise" to virtual teams and people in multiple locations.

## Workforce Performance

- \_\_\_\_\_ 5.1 Deliver follow-up "real-time" classes and/or a "Coaching Program" (after eLearning and classroom).
- \_\_\_\_\_ 5.2 Work with associates and consultants to design and co-design: (a) real-time virtual classes and courses (vILT), (b) eLearning, (c) traditional classroom (ILT) courses, (d) videoconferencing courses, (e) job aids, (f) scripts, (g) T-T-T, and so forth. (Blend real-time distance learning with eLearning and other delivery methods.)
- \_\_\_\_\_ 5.3 Deliver and co-deliver instructor-led real-time virtual classes and courses. (vILT)
- \_\_\_\_\_ 5.4 Test a HR portal, HR software, a LMS and LCMS, an on-demand system, and so forth.
- \_\_\_\_\_ 5.5 Conduct training needs assessments.
- \_\_\_\_\_ 5.6 Conduct client review meetings so that you get immediate feedback and approval on course materials, content, and graphics. Co-create and revise at the same time, when necessary.

## Coaching, Facilitating, and Organizational Development

- \_\_\_\_\_ 6.1 Provide virtual facilitation and OD interventions to individuals, workgroups, and teams. For example, assist a M&A team and help a struggling leadership team that is hundreds/thousands of miles away. Also, lead brainstorming and problem-solving sessions – without traveling/driving.
- \_\_\_\_\_ 6.2 Facilitate meetings for the company's Foundation or Volunteerism program.
- \_\_\_\_\_ 6.3 Be a virtual coach for Executives, Managers, and Project Team leaders.

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Your Name \_\_\_\_\_

## Change Management ... for a specific business change

- \_\_\_ 7.1 Identify stakeholders.
- \_\_\_ 7.2 Conduct assessments – change impacts.
- \_\_\_ 7.3 Plan and deploy communications.
- \_\_\_ 7.4 Conduct learning needs analysis.
- \_\_\_ 7.5 Oversee training development and deployment. “Leading Change” for all levels of management.
- \_\_\_ 7.6 Alignment – organizational design, processes, leadership, culture.

## New Initiatives and Programs

- \_\_\_ 8.1 Get clarity on scope and expectations (e.g. BPO, Technology Initiatives, Competency Model, Diversity Program, Compensation Plan, Culture Change, and so forth).
- \_\_\_ 8.2 Design the new initiative/program.
- \_\_\_ 8.3 Involve the right cast of characters.
- \_\_\_ 8.4 Develop the “guts” of the initiative/program.
- \_\_\_ 8.5 Align people with regard to roles and responsibilities.
- \_\_\_ 8.6 Ongoing collaboration, communication, and coordination during Implementation and Rollout.

Presented by MoreVirtual.com.

MoreVirtual.com teaches people new ways to use Web Conferencing to achieve their results. Our approach is based on collaboration, listening to you, and focusing on your objectives. We work with new and experienced users of Web Conferencing.

**Are You Using Web Conferencing To Its Full Potential?**

Go to [www.morevirtual.com](http://www.morevirtual.com). Click on the presentation for Learning and Human Resources

**Developing a Blended Learning Strategy (Flash)**

[www.morevirtual.com/uploads/More\\_Virtual\\_com\\_Developing\\_a\\_Blended\\_Learning\\_Strategy.swf](http://www.morevirtual.com/uploads/More_Virtual_com_Developing_a_Blended_Learning_Strategy.swf)

## Consulting, Workshops, Training

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1. **Getting started with Web Conferencing.**
  - *"I'm a face-to-face meetings person ...."*
  - *"We're concerned about costs ...."*
  - *"How do we go from using it once in a while, to integrating it into our processes?"*
  - *"I hate to admit it, but it makes me nervous."*
2. **A New Vision for HR and Learning. Creative ways to use Web Conferencing and other Collaborative Technologies with employees and dispersed team members.**
3. **Can we use Web Conferencing to build teamwork and a sense of belonging in our organization?**
4. **How to better leverage collaborative tools for building relationships, coaching, organizational development, learning, performance improvement, BPM projects, needs assessments/requirements gathering.**
5. **How to have better real-time virtual meetings. Tips and techniques for virtual meeting effectiveness. Gotcha's to avoid when first starting out.**
6. **Increase your work from home without losing that personal touch !!!**
7. **Getting started with Video Conferencing.**
8. **How to "co-create" in real-time, with a colleague, consultant, or internal customer, across the street or thousands of miles away.**
9. **Success factors when working with people who are new to virtual meetings.**
10. **Advantages of using Real-Time collaboration tools and Asynchronous online virtual team workrooms when working on new projects with new project team members.**
11. **Knowing what questions to ask that increase interaction and involvement during a Web Conference.**
12. **How to organize a virtual roundtable event for a large audience.**
13. **Building a business case for collaboration technologies.**