Course Plan by Lindsey Funk

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| **Course Name:** Best Practices for Virtual Meetings**Course Description:** Microlearning course outlining the basics for virtual meeting considerations that can help ensure participants have a consistent, professional, and successful meeting.  |
| **Delivery Method:** 7 Taps Tool- Microlearning Course | **Time required to complete:** 3-5 minutes  |
| **Training Purpose:** Employees in a corporate work setting are not given proper training on the appropriate behavior or how to conduct themselves in a virtual meeting. Over time the use of virtual meetings has become common workplace practice, however, there has not been any formal training created to give employees the skills to ensure they are acting and a professional manner in these meetings.  |
| **Audience:** The audience for this course will be adults (18- 65+ years old) employed in a corporate setting. The primary level of employees completing the course would be those working in a professional technical skill level job. These individuals are familiar with the company and workplace and frequently use Microsoft Teams to participate in meetings to complete their work assignments. The environment or setting of the learners or target audience of the deliverables would include a learner who is:* Fully remote (working from home)
* Hybrid (combination of in-office and work-from-home
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| **Action Steps for Audience:**1. Access 7taps
2. Progress through the interactive training slides
3. Complete the entire course
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| **Course Learning Outcomes:*** 1. Identify and apply best practices for virtual meetings
	2. Manage technical aspects of the meeting efficiently
	3. Engage in a professional manner in the vitual meeting setting
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