

## Successful online meetings: training technology & e-learning

Wilson, Shauna, author

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### Abstrak

Increased travel costs, tighter budgets, and improved technology have made meeting online more practical than ever. This Infoline will show you how to design and facilitate a successful online meeting. You will learn how to assess the knowledge, skill, attitude, and technology requirements of attendees, create activities that promote a collaborative environment, and evaluate the results of your meeting.