



Curated Learning Resources: Meetings (Virtual, Hybrid, In-Person)

Whether they are in-person, online, or hybrid, meetings should move work forward – not drain time, energy, and focus. This collection equips leaders with the mindsets, tools, and practical strategies to transform any meeting into a purposeful, engaging, and productive use of everyone’s time. You’ll learn how to design meetings with clear objectives, run them inclusively, and follow through with accountability. From crafting powerful agendas and opening with intention, to using technology effectively and encouraging every voice, this Skill Package offers everything you need to replace wasted hours with meaningful progress.

Key Takeaways:

- How to use facilitation roles and collaborative tools to boost engagement
- A simple 4-step script to help set clarity and expectations up front
- How to use the agenda to hold people accountable and measure success
- Tech tips and tactics to keep meetings engaging and elevate your next meeting from passive to powerful
- Practical tools to invite participation and make every voice feel welcome
- Leadership techniques that will balance voices and set clear expectations
- The best way to open meetings so that you get focus, accountability, and engagement

The Meetings (Virtual, Hybrid, In-Person) Skill Package Includes:

Articles & Job Aids

- Are Meetings Killing Your Productivity?
- Leading Better Hybrid Meetings
- Opening a Meeting with the End in Mind
- 5 Components of a Great Meeting Agenda
- 10 Tips for Better Virtual Meetings

Video & Audio

- Simple Tips for Leading Hybrid Meetings
- Why Meetings Stink
- Benefits of Sharing Meeting Leadership
- Digital Decorum: The Dos and Don'ts of Virtual Meetings
- Why People Don't Talk in Meetings

Interested in bringing these resources inside your organization? Need other skills or a custom package?

We will work with you to tailor skill packages to meet your needs – whether you want more content in a specific format, specific skills to be included, or a package on a different skill area, let's talk!

Talk to your Kevin Eikenberry Group representative or email us at info@kevineikenberry.com with your questions and to discuss learning needs.