



TOP TIPS FOR VIRTUAL MEETINGS

GETTING THE MOST OUT OF 'VIRTUAL MEETINGS'

Organisation is key - Send out invitations early allowing people sufficient time to test software.

Agenda - To ensure the meeting is productive circulate an agenda in advance.

Video On/Video Off - Agree on 'meeting etiquette' from the beginning – video on/video off mindful that some people can be very uncomfortable speaking on camera. It is quite distracting where the group is split half and half!

Mute Yourself - Given many of us are currently working from home where there are likely other people present, encourage the team to place themselves on mute when not speaking to minimise background noise.

Stay Present - Don't get distracted by your phone or your inbox, it creates the impression you are not interested, you might think you are being discreet, but it is more likely it is very obvious! Equally try and refrain from eating during the video call again it can be quite noisy/distracting!

Share the Spotlight - Avoid having one person doing all the talking, encourage different participants to keep people engaged.

Use the Technology - Utilise Screen Share, Employee Polls, Chat Boards etc. to engage with the wider audience.

Less Words/More Pictures - Keep people engaged – less 'Death by PowerPoint' more images and pictures where possible.

Take Note - If there are meeting minutes/multiple actions agree for someone to take them or record the meeting and send a copy afterwards. This way participants won't be distracted taking pages of notes and can focus on the call.

Water Cooler Moments - When working face to face we have plenty of opportunity for casual chats, sharing a coffee together in the lunch room, consider how you can bring some 'water cooler' moments into the team meetings – invite participants to join early/stay on later to have a more informal catch up, organise a virtual coffee morning.

Feedback - Following the meeting ask your team for feedback - what worked well, what didn't, reach out to people who didn't participate and find out why! As some of us move into a new world of holding more and more meetings virtually we should look to improve the experience for all parties.