Leading Effective Virtual Meetings

As more businesses shift to work-from-home models, video conferencing can keep teams connected and engaged.

So you're working remotely ... now what?

Here are immediate actions for leaders:



CONVERT YOUR SCHEDULE TO VIDEO MEETINGS

Platforms like Webex, Skype, Zoom and others offer video calls with interactive tools and help centers

COMMUNICATE THE CHANGE AND BENEFITS OF VIDEO

If some are hesitant or don't have the capability, reschedule and bring them up to speed

SET UP AND TEST YOUR AUDIO ...

Use a headset to maximize audibility and limit outside noise

... AND YOUR VIDEO

Put the device an arm's length away, center yourself in the frame, align the camera at eye level and make sure light sources are in front of you

EXAMINE YOUR MEETING AGENDA

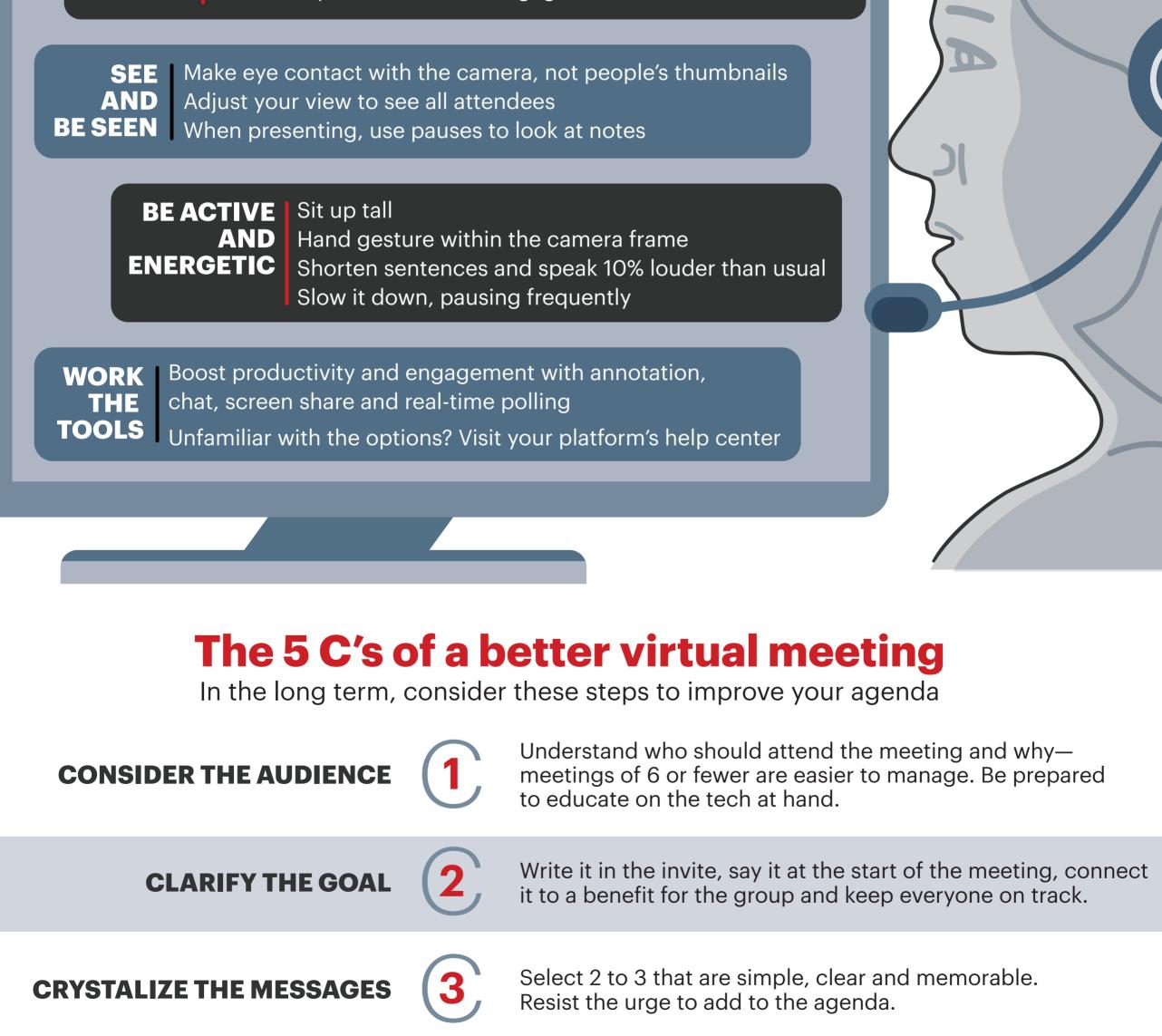
Build in time to pause, summarize and check in with others

You're connected: How to lead from afar

START STRONG

Open the meeting early to let everyone chat before you begin Kick off with a clear goal Set the expectation for full engagement

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CRAFT THE STORYLINE



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Order your messages in a logical flow to accomplish the goal.

CHOOSE A MEETING FORMAT THAT BRINGS THE STORY TO LIFE

Augment it with interactive tools. Prepare attendees with necessary materials.

