TIPS FOR EFFECTIVE ONLINE MEETINGS

1. Embrace video calling. Consider having an appropriate background. Connect to meetings in more fitting places of your home. Being present and seeing each other is an important part of keeping connected.
2. Show up in a professional dress code. Formal and decent dressing is part of our culture and signature. This should be maintained during formal meetings.
3. Use headsets or earphones. This will give better sound quality. Speak directly into the microphone and remember to mute it when not speaking, to limit background noise.
4. Speak clearly and steadily. This will help ensure everyone can understand you. And try to modulate your voice to keep people interested and engaged.
5. Use names and give context. When responding to chat comments, repeat the relevant remarks and make clear who you are responding to. Do not just say ‘yes, Jane that’s right’ because others may not have seen Jane’s comment and it will not make sense to them.
6. Keep slides simple. Keep to a single thought per slide to help participants understand and focus on what is being discussed. It is better to have more slides with fewer things on them.
7. Keep slides visual. Your participants may be joining from a mobile device and wordy slides will be tough to read. Anchor your presentation on relevant, image-based slides.
8. Engage participants regularly. It is hard to simply listen online for a long time. Invite participants to give comments or ask questions and use tools like chat or polls.
9. Attend to one meeting at a time. Avoid over-lapping meetings or multi-tasking during meetings. Do not hide away or do other work during the meeting. This will decrease your productivity and level of engagement in the meetings.
10. Be explicit about actions and summarize. Spell out clearly any actions that need to be taken and by whom. Summarize meeting takeaways and circulate notes promptly.