## **Meeting Virtually: Smile**

## Anticipate

- Use technology that is dependable, easy to use, and safe from intrusion
- Be ready to lead, to participate, to be attentive, to listen well
- Be a few minutes early to handle any issue before the start

### **Discuss:**

What do you do to prepare?

## Set it up

- Test equipment and connections prior to the event if possible
- Close all applications not needed prior to joining any meeting
- Have everything that you need handy (set up your space before time)

### **Discuss:**

• Share "lesson learned" moments.

## **Participate**

- Look directly at the camera when talking, and remember to smile
- Remove distractions
  (choose where you will
  be for privacy)
- Keep to a single topic for the meeting if at all possible

### **Discuss:**

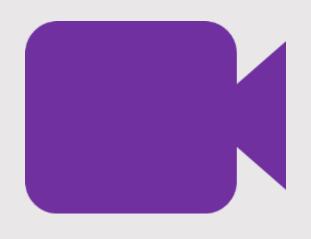
 What do you do to ensure that you look your best?



# Closing

Mute your mic/video but act like it is on







## Resources

### LinkedIn Learning

Leading Virtual Meetings (~ 1 hour) <a href="https://www.linkedin.com/learning/leading-virtual-meetings/welcome-to-better-virtual-meetings?u=50844473">https://www.linkedin.com/learning/leading-virtual-meetings/welcome-to-better-virtual-meetings?u=50844473</a>

Meeting Facilitation (~35 minutes) <a href="https://www.linkedin.com/learning/meeting-facilitation/making-meetings-better?u=50844473">https://www.linkedin.com/learning/meeting-facilitation/making-meetings-better?u=50844473</a>

Common Meeting Problems (~55 min) <a href="https://www.linkedin.com/learning/common-meeting-problems/welcome?u=50844473">https://www.linkedin.com/learning/common-meeting-problems/welcome?u=50844473</a>

Managing Meetings (~ 1 hour 40 min) <a href="https://www.linkedin.com/learning/managing-meetings/introduction?u=50844473">https://www.linkedin.com/learning/managing-meetings/introduction?u=50844473</a>

#### Online sources

Meeting Virtually 5 tips from INC.

https://www.inc.com/guides/2010/12/5-tips-for-conducting-a-virtual-meeting.html

Zoom Meetings: Pro Tips for Presenters (Courtesy Duke Information Technology)

https://oit.duke.edu/help/articles/kb0031494

12 Tips for Effective Virtual Meetings from ResourceData.com

https://www.resourcedata.com/about/news/12-tips-for-effective-virtual-meetings-20-04-30

A Healthy and Productive Guide to Virtual Meetings from Entrepeneur.com <a href="https://www.entrepreneur.com/article/347939">https://www.entrepreneur.com/article/347939</a>



## **TD Resource Collection**

### JMU Talent Development Resource Collection Books

- The Hamster Revolution: For Meetings: How to Meet Less and Get More Done ©2009 by Mike Song, Vicki Halsey, and Tim Burress
- The Secrets to Masterful Meetings ©2005 by Michael Wilkinson
- 10 Steps to Successful Meetings ©2009 by ASTD
- 10 Steps to Successful Facilitation ©2008 by ASTD

