

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) <https://www.linkedin.com/learning/leading-virtual-meetings/welcome-to-better-virtual-meetings?u=50844473>

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

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

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

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 Entrepreneur.com

<https://www.entrepreneur.com/article/347939>



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

