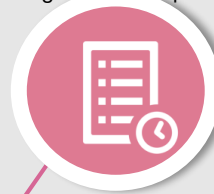# 7 TIPS FOR BETTER ONLINE MEETINGS

MUTE & CLICK
Keep everyone on mute, **DO utilise the chat panel**. Post a thumbs up when you agree – a clap emoji when someone's done well.

SEND AGENDA
Start the meeting with a clear agenda. Send it in invite – or post on whiteboard when you start. **"I'm Sharon and I want to cover these four bullet points in this session"**

SEND FILES
Send attachments in advance. Participants might need dial in on their phone in and follow a presentation without connecting online.

FACILITATE
Have one person facilitate. Introduce each presenter, ask if there are questions. Instruct participants to go on mute. **"Sharon will be facilitating, she'll keep us on track with timings."**

BE PREPARED
For **everything** to go wrong! Ensure people have phone dial in numbers. Be prepared to switch to a Whatsapp call, Zoom, Google hang-out or regular conference call.

SEND SUMMARY
Briefly summarise call and actions after the meeting. Poor quality or other distractions mean some things may have been missed.

DO YOU NEED IT?
Could you do a teams chat? Send survey document to gather data or an email? Back to back calls is no fun and no work gets done!

6 THINGS YOU CAN SAY

to make a webinar interactive

A quiz is not the answer. Change your language to keep participants on their toes during your delivery.

WAKE UP!

HANDS UP

"Please click the Hands-up button when you see the next slide" You know they can see it, but the activity is an interaction.

WRITE DOWN

"Please make a note of this; I'll ask you about this later."
Writing is an activity. Any hand-eye coordination increases attention.

THINK

"Think about how this will affect your team? How will you communicate this to them?" Let them ponder on what you said.

PROBLEMS?

"I'm going to pause for a minute to give you a chance to think about hurdles you might need to overcome to implement this."

Give their brains time to think and digest. Tell them to jot down questions for later.

CLICK NOW

"Head on over to the SharePoint Portal now. Can you all see it? Book mark it in your favourites"

Give people activity to do. If they have to click and type they're interacting.

OK BOB?

"Bob, do you agree? Lisa, does that make sense to you?"

Call out people by name – it makes the whole audience pay attention more, they think they might be picked on next!

HOW CAN YOU BE A BETTER ONLINE PRESENTER

Online meetings will be the new norm. Get used to them, get good at running them

Watch some you tube videos and learn how you can improve your speaking voice

Ask another participant to help users having tech issues

Ask someone to keep time for you

Be clear about when and how you want to take questions

Practice using the software so you know how to quickly fix issues

Send files in advance in case online connections are poor

At the start of call DO ask people how they are

It's completely acceptable to be dressed casually. We're all working from home

If the room you're in is a tip, clean it up

Sit in front of a window or a bright light shining on you

Have your camera at eye level – who wants a double chin?

An independent webcam may be a better option than your built in camera. Look like you're well and healthy

Record the session for anyone who misses it

Send a summary of points and action list straight after the call

If you're not confident, do a practice run before an important session

Get used to it! You'll be giving presentations online for the next six months and beyond. Your online delivery will play a major part in your success, and the success of your team If you're not a skilled, confident online presenter you have some work to do!