

10 Tips For Leading A Virtual Meeting

We gathered a few tips and tricks from our friends at LinkedIn Learning on how to run an effective virtual meeting. Take a look.



Prep for pain points.

With everything going on, there may be issues simply setting up the meeting. Be ready for technology issues or a lack of response from your team.

Choose the best platform.

What do you need to tell your team? Can you have a regular phone-call, will you need to screen share? Plan accordingly.

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Test the technology.

If a platform is new to you — say Skype or Zoom — practice a bit before you start the call. Virtual white boards and chat are great tools. Take advantage of them.

Set expectations.

Let your team know a meeting invite is coming and they are expected to participate.

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Create an effective agenda.

Don't just list topics, but rather desired outcomes. Share the agenda before the meeting along with login information.

Help participants prepare.

Ask your team to take a look at the agenda beforehand and prep questions they may have.

Keep it light.

Once you're on the call, use the first few minutes for small talk. It will help boost morale and comradery — two things that may be lacking outside of the office.



Predetermine desired outcomes.

Know what you want to accomplish during the meeting and state those outcomes before you dive in.



Encourage engagement, practice patience.

As you adapt to virtually communicating, wait a bit longer for responses, address people by name, and make sure everyone has a chance to share their thoughts.

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Give clear next steps.

To end the meeting, give the team clear next steps and deadlines. If you covered a lot of information, consider sending a follow-up email with meeting notes.

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