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.

HIGHMARK
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1

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.

2

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.

3

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.

4

Set expectations.

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

5

Create an effective agenda.

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

6 Help participants prepare.

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

7 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.

8 Predetermine desired outcomes.

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

9 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.

10 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.