

WORK FROM HOME LIKE A PRO

ONLINE MEETINGS

TECH CHECK

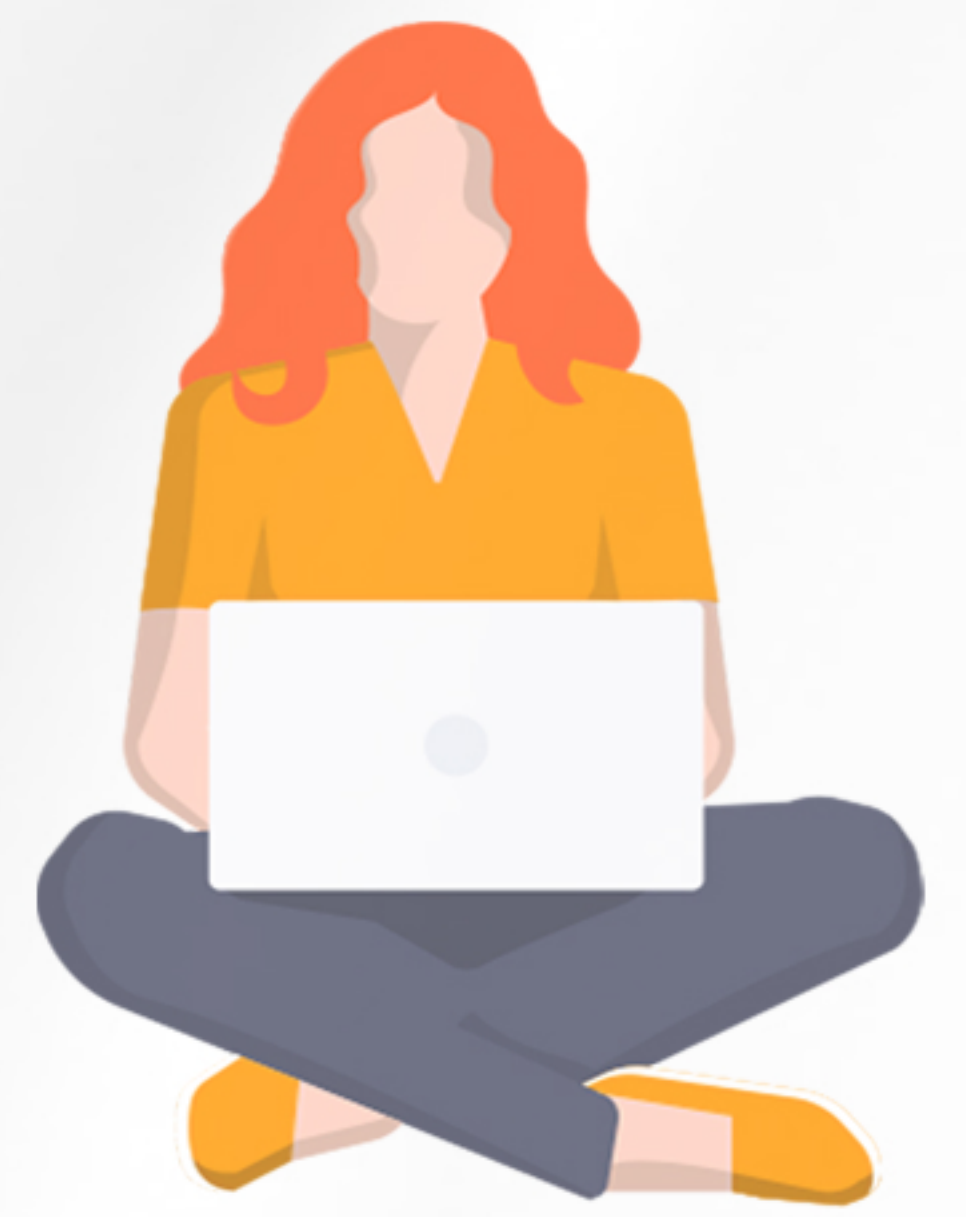
- Login before the meeting starts and make sure your equipment is working.
- Use headphones for better sound quality and to eliminate feedback.

STRUCTURE TO SUCCEED

- Decide who will take notes prior to starting.
- Online meetings often demand more structure than a regular meeting.
- Communicate the purpose and share the agenda when inviting participants.
- In mixed meetings it's common for those online to be left out.
- Consider taking the meeting entirely online to avoid the risk of this happening.

GETTING STARTED

- Welcome everyone who joins the meeting by name.
- If necessary allow participants to start with a short introduction.



WEBCAM

- Everyone should turn their webcam on when bandwidth allows.
- When you are the one talking, try to look into the camera.
- Keep all videos the same size so that everyone shares the meeting space.

WORKING LIKE YOU'RE WORKING

- Always remember to mute your microphone when you're not speaking.
- Treat online meetings like regular meetings and consider your behaviour.
- Don't use your phone, answer emails or stare out the window, others can tell.
- Act as though you are fully engaged and in the same room as other participants.

MODERATE

- Assign a moderator to ensure that time is not wasted and people stay on task.
- Let people know that you may ask speakers to wrap up their input based on time.
- If participants are known for remaining silent, actively ask their opinions.

BEFORE EVERYONE LEAVES

- Finalise meetings by repeating what was learnt and decided.
- It is very helpful to send minutes, action items and deadlines after the meeting.
- Provide all participants with options for follow up and further communication.

