

be more human

Innovation - Evidence - Education

A social enterprise that makes evidence-backed innovations in Human Behaviour, Social and Positive Psychology, and Person-Centred Regenerative Leadership work for you.

Getting the best out of video meetings



USE VIDEO

To make people feel like they're all at the "same" meeting use video where possible. Video helps to personalise the conversation and keep participants engaged.



TEST TECHNOLOGY

Nothing kills momentum at the start of a meeting like a 10-minute delay because people need to download software, can't get the video to work, etc. Prior to a virtual meeting, all participants should test the tech if possible. Buddy up with less confident team members to help them if you can.



FACES FORWARD

Video calls are more effective when people can see each other's facial expressions and body language. Ask individuals to sit close to their webcam to help to recreate the intimacy of an in-person meeting. If you can, wear something bright to bring more colour to the room. Always mute yourself when not talking.



KEEP MEETINGS SIMPLE

Like a good speech, have a great start, a great end and keep the bit in the middle as short as possible. Send any papers and agenda ahead of time for advance reading. Keep contributions short



ASSIGN A CHAIR

It's usually harder to manage a virtual discussion than an in-person one. It can be helpful to assign a chair /facilitator, allowing the other participants to focus on the content. Try and involve all participants ie: gauge opinions by asking for a thumbs up / down or ask specific people for feedback.



Top Tips

One. In Zoom you can use chat functions for questions, breakout rooms for small discussions.

Two. In the meeting reflect back on what your colleagues have contributed and name check them to help everyone feel validated and included.

Three. Start the meeting with a quick individual input on something that's gone well & end with something you are excited about. Gratitude is contagious!

for more info check out: <https://tinyurl.com/SCVOoptips>

www.bemorehuman.org.uk