



Beth Kanter's TOP 10 TIPS FOR Engaging Virtual Meetings

Check out Beth's tips for creating more **enjoyable** and **productive** virtual team meetings.

1



Create Virtual Meeting Norms

Establish a set of rules with your team for how to engage with technology and interact with each other during meetings. An example could be always being camera ready.

2



Design a Facilitation Plan

Create a written document that defines details about the meeting's purpose, roles, technical considerations, communication and scheduling, materials, and agenda.

3



Test the Technology

Practice with the virtual meeting platform and have participants troubleshoot technology issues before the meeting. Have a Plan B if things go wrong such as emailing a PowerPoint if the video fails.

4



Schedule Sessions Smartly

Use email calendar invitations and be sure to include an agenda and any pre-work. Use time-zone websites and apps to ensure accurate meeting times.

5



Begin with an Ice-Breaker

Use a question or an activity that eases people into a meeting as well as establishes a positive atmosphere and trust.

6



Plan for Participation

Use a method for making sure everyone participates such as alphabetical order, the order of people on the virtual meeting software screen, or another creative method.

7



Try Tools of Engagement

Utilize virtual tools for enhancing brainstorming and voting activities such as sticky-notes, whiteboarding, and annotation icons.

8



Build a Bridge for Everyone

Designate a *Bridge Moderator* that connects virtual participants to a live meeting by such methods as the Chat feature, positioning a webcam, or possibly sending pictures of a dry-erase whiteboard, flip-chart, etc.

9



Send a Summary - NOT a Book

Compile and email participants a brief summary of issues and decisions, key facts, and action items after the meeting.

10



Evaluate Your Effort

Occasionally, take 5 minutes at a meeting's end to discuss what is working and not working with technology as well as the meeting format and norms.

For more information on this and other topics supporting nonprofits, please visit my blog at bethkanter.org.

