



# 10 Tips For Leading A Virtual Meeting

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

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### **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.

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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.

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### **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.

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### **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.

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### **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.