

# EVERYONE HAS A VOICE

Guide to ensuring full participation in virtual meetings.





# Coronavirus

crisis

of US... outbreak  
person  
possibility  
vir  
Oils  
Headline  
coronavirus in U.S.  
warming



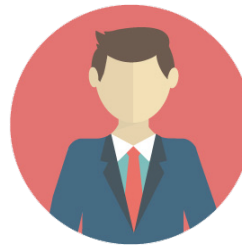
How are we  
supposed to  
work?



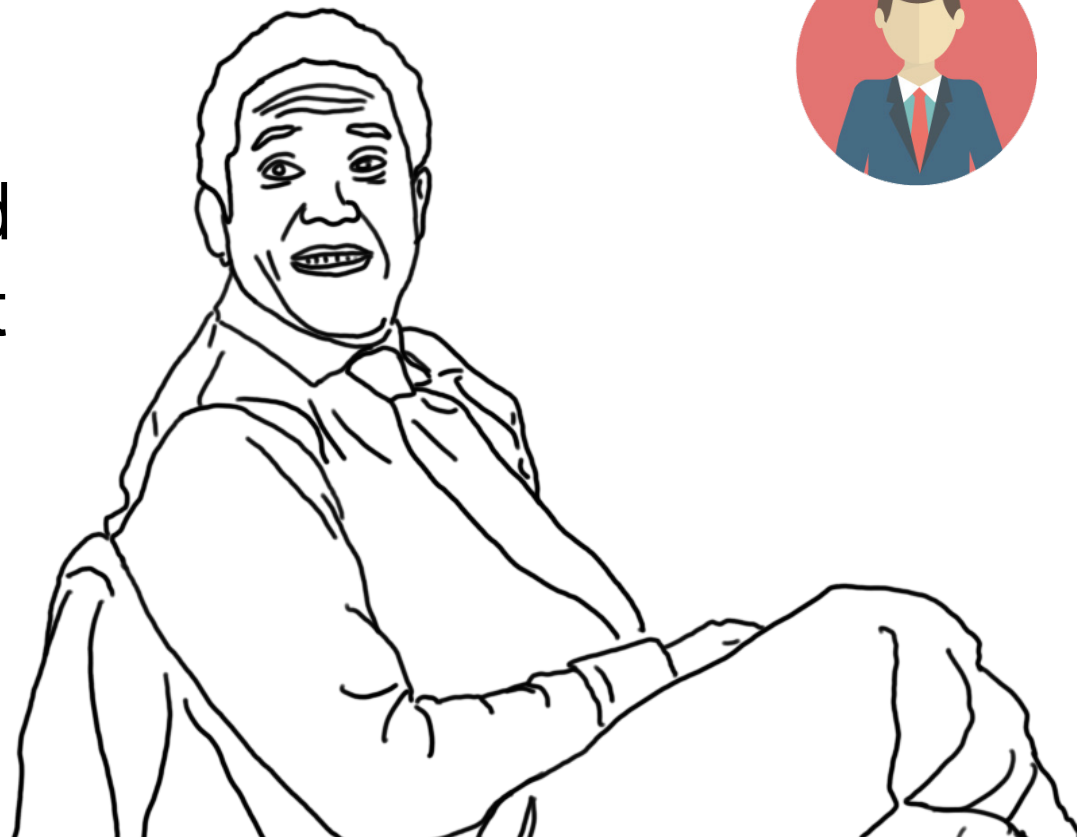
2020 is the  
worst!



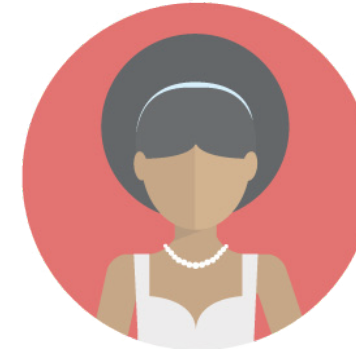
Summer is  
ruined!



John is new to his  
management role, and  
his company just went  
**FULL REMOTE.**

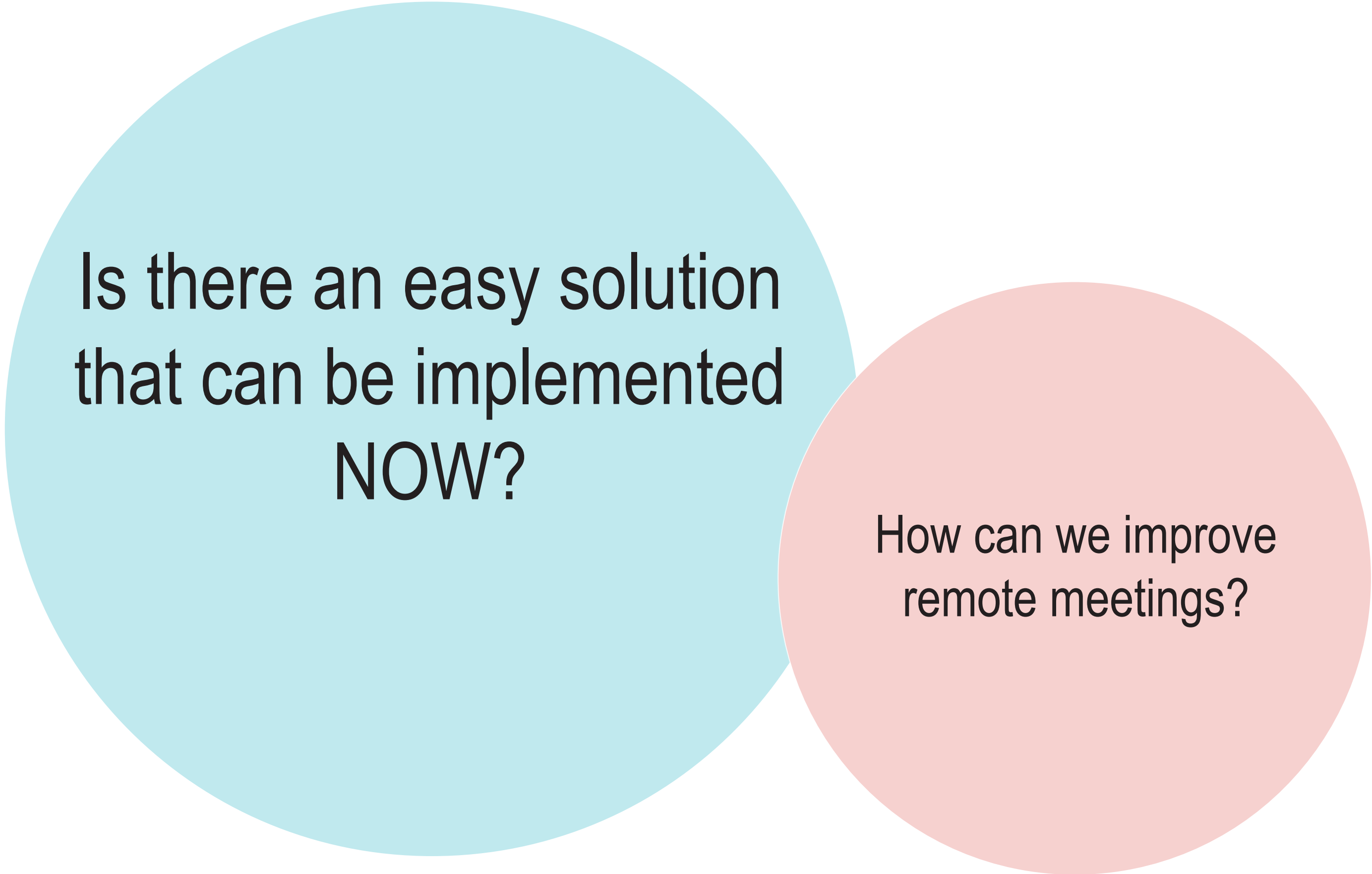


There  
goes my  
bonus.



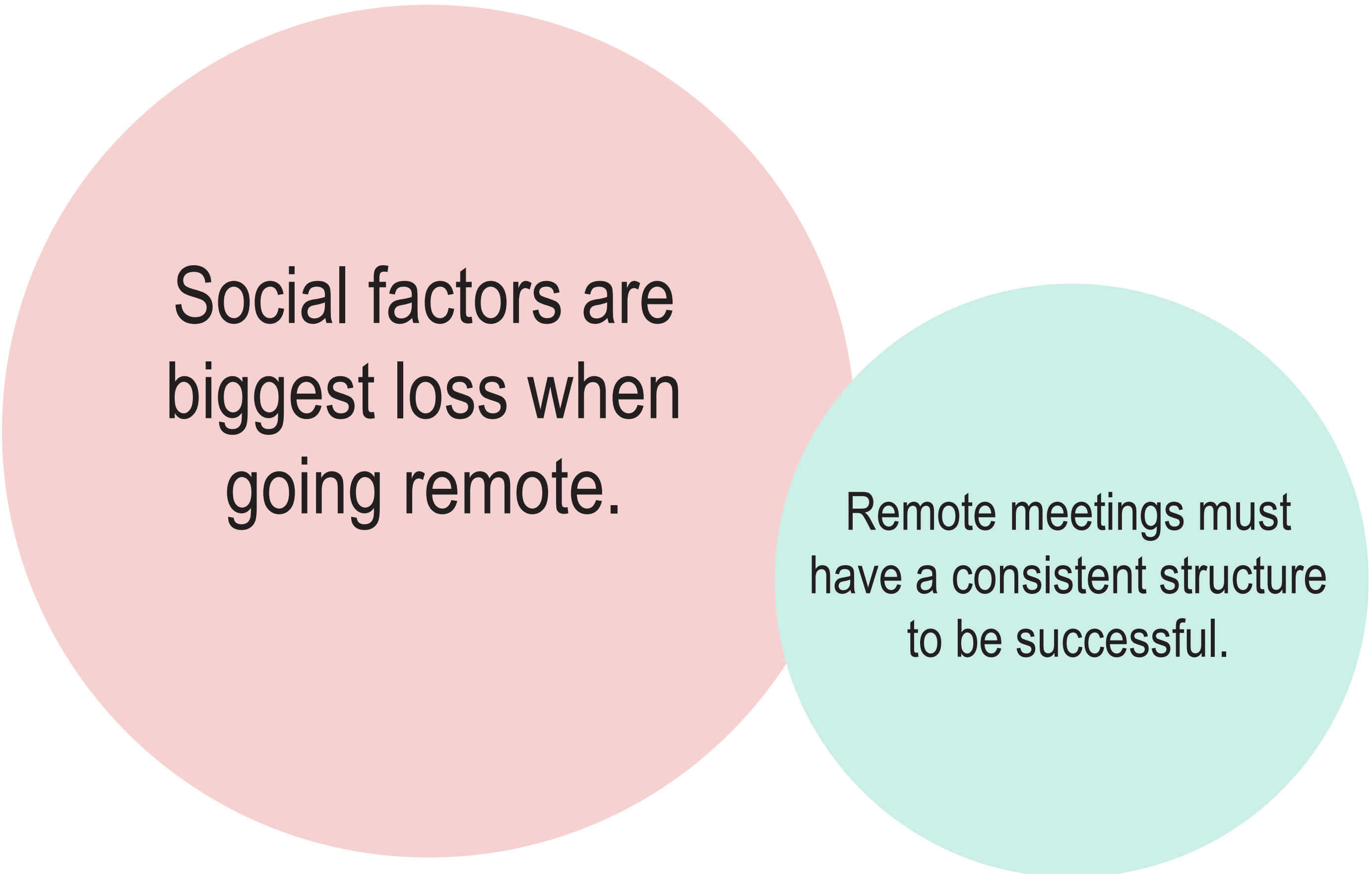
I miss my  
friends...





Is there an easy solution  
that can be implemented  
NOW?

How can we improve  
remote meetings?



Social factors are  
biggest loss when  
going remote.

Remote meetings must  
have a consistent structure  
to be successful.

How might John run his virtual meetings ensuring participation from every team member?





Alex hates virtual  
meetings.



Rob loves to  
interrupt people.





Jeff lacks basic  
organization skills.



Laura has A LOT  
of cats.

John was feeling overwhelmed when  
**SUDDENLY...**



Were going to be  
ZOOMIN like pros!



Oh man!  
Check out this  
**INFOGRAPH!**

Print it out!

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## HAVE A PLAN

### SCHEDULE

Plan times for every topic and presenter.  
Email schedule and topics before meeting.  
Leave plenty of room for discussion.

### GROUND RULES

Set clear & consistent expectations for your team.  
Dress code, camera/mic on/off, backgrounds, eating?  
Consider voice only, facetime not always necessary.

### MAKE IT FUN!

Incentivise participation with rewards.  
Topic of the week, games, guests, happy hour.  
Encourage and act on feedback.



## INTROS MATTER

### LAW & ORDER

Review meeting agenda and schedule.  
Remind everyone of ground rules.  
Designate breaks, check for time conflicts.

### NO ONE LEFT BEHIND

Acknowledge every participant.  
Lead introduction for any new people.  
Discuss team members accomplishments.

### KEEP IT CASUAL!

Initiate and encourage friendly conversation.  
Consider sharing something personal.  
Put everyone at ease with ice breakers, team building.

## SHOWTIME

### STAY ON TRACK

Stick to the schedule as much as possible.  
Control the conversation, divert when necessary.  
Break up lengthy discussions, save for later.

### MASTER YOUR TOOLKIT

Have a good knowledge of software and hardware.  
Make use of chat features, public and private.  
Incorporate secondary platforms - Miro, Slack, etc.

### TAKE NOTES

Ensures productivity is not wasted.  
Keeps meeting agenda transparent.  
Note who is talking too much/little, reach out later.

## FINALE

### EXIT TICKET

Consider assigning task to ensure engagement.  
Can be done with chat, email, voice prompt, etc.  
Emphasizes the need to pay attention.

### Q&A

Encourage questions, comments, concerns.  
Resume unfinished discussions.  
Make plans for action items and next meeting.

### WHATS THE RUSH?

Leave time for casual conversation.  
Ideal time for planned fun non-work activities.  
Wait for everyone to sign out before closing meeting.

## FOLLOW THROUGH

### DID YOU GET MY EMAIL?

Send meeting notes to all participants.  
Have someone proofread your emails.  
Regularly update your mailing lists.

### STAY IN TOUCH

Reach out to every participant individually.  
Lack of face to face time changes relationships.  
Be available for chat/phone as much as possible.

### REFLECT AND ADAPT

Reflect on what works and what doesn't.  
Consider recording meeting for review.  
Explore ways to improve.



**THANK YOU!**