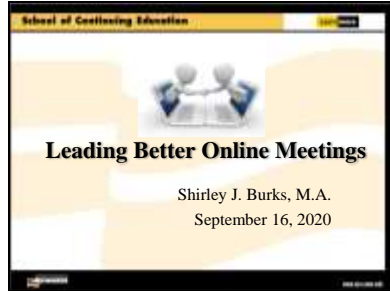
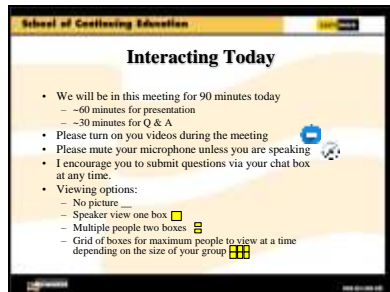


Slide 1



Slide 2



Slide 3



Slide 4

School of Continuing Education

Description

- Meetings are an integral part of any organization's daily schedule. According to research, many of us spend almost 65% of our time meeting. This can often eat up a lot of unnecessary time and the feelings of productivity. This is particularly true if you're holding an online meeting and your team members are based in different locations or you are operating during a pandemic.
- Despite the advancements in communication and technology, it's still a challenge to conduct effective online meetings, because team members can experience connectivity problems and communication delays. They can also face problems in holding the discussion in a structured manner, and multiple people can start speaking at the same time. In this session we will discuss techniques to address structure, productivity, engagement and much more

Slide 5

School of Continuing Education

Objectives

- Discuss tips for using technology
- Introduce visual tips to come across well as a presenter
- Identify rules and etiquette for online meetings
- Presenting objectives and agendas virtually
- Using Ice Breakers to increase engagement
- Introduce engagement tools

Slide 6

School of Continuing Education

Ice Breakers

- Who is It?
- On the following slides you will see a series of silhouettes, once you have identified who the silhouette is, please type it into the chat.
- You will be given 1 minute on each picture.

Slide 7



Slide 8



Slide 9



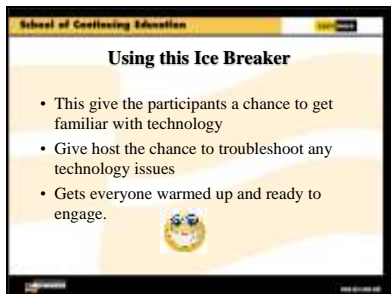
Slide 10



Slide 11



Slide 12



Slide 13

School of Continuing Education

Online Meeting Technology

- What's out there?
 - Professional Platforms
 - GoToMeeting
 - Teams
 - Zoom
 - Personal Platforms
 - Google Hangouts
 - Skype
 - Messenger



Slide 14

School of Continuing Education

What to Consider When Choosing a Platform?

- Web and Video Conferencing Features & Capabilities
 - Audio and video quality
 - Screen sharing
 - Online meetings
 - ability to record/save/download recordings
 - Collaboration
 - Security
 - Mobility
 - Mobile app/tablet/phone link/etc.
 - Other features include:
 - Slideshow presentations
 - Meeting scheduling and recording
 - Live chatting
 - Audience interaction features
 - File sharing



Slide 15

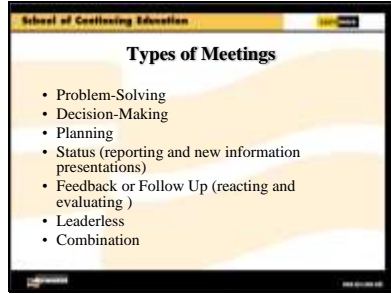
School of Continuing Education

Which Platform You Choose May Depend on the Type of Meeting You are Hosting

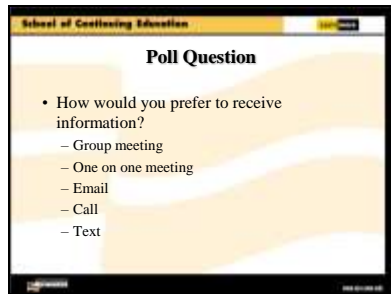
Meeting vs Webinar

Features:
Capacity, Video/Audio Sharing, Interaction, etc...

Slide 16



Slide 17



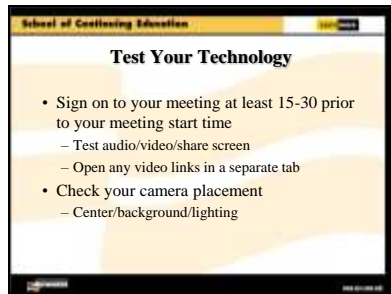
Slide 18



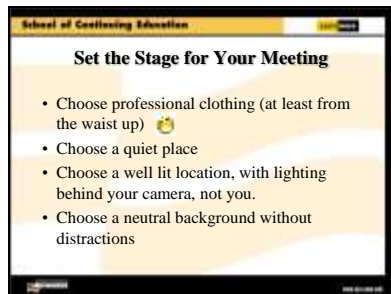
Slide 19



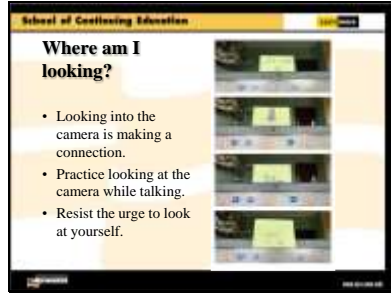
Slide 20



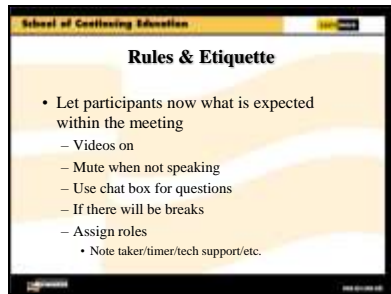
Slide 21



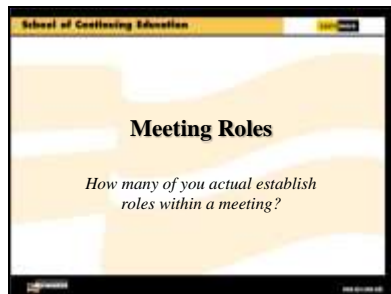
Slide 22



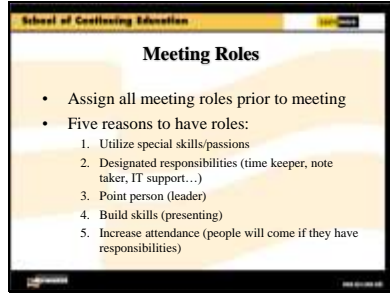
Slide 23



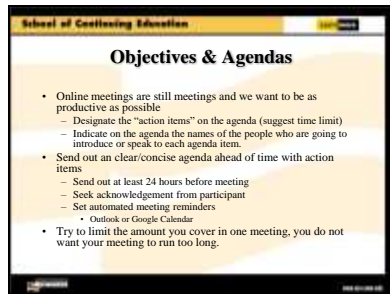
Slide 24



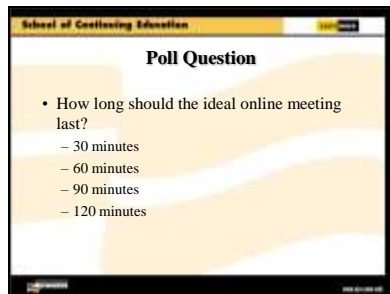
Slide 25



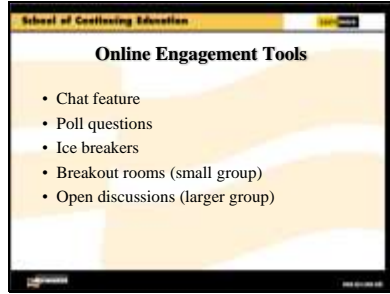
Slide 26



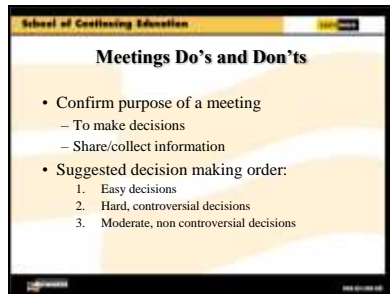
Slide 27



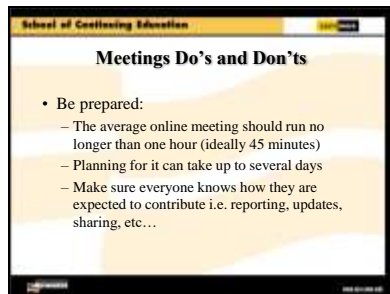
Slide 28



Slide 29



Slide 30



Slide 31

School of Continuing Education

Meetings Do's and Don'ts

- Set goals:
 - Have concrete, realistic and measurable action goals you want to accomplish
 - Confirm next steps
 - Examples:
 - To plan
 - To make decisions
 - To involve people in the work

12/1/2014 10:00:00 AM

Slide 32

School of Continuing Education

Meetings Do's and Don'ts

- Have ongoing communication
 - Keep people in touch; emails, newsletters and/or phone calls



12/1/2014 10:00:00 AM

Slide 33

School of Continuing Education

Follow Up

- Publish meeting minutes
 - Begin by publishing your minutes and action plan within 24 hours
- Respecting and observing deadlines and follow-up
- Reinforce accountability for assigned tasks
- Debrief the meeting process for continuous improvement

12/1/2014 10:00:00 AM

Slide 34

School of Continuing Education

Measure the Return on Time Invested (ROTI) of a meeting?

- Have the participants rate their **personal** ROTI during the meeting using the following scale:
 - 4. *Superb*: I learned something that will save me significant time.
 - 3. *Positive*: I learned something that will save me time.
 - 2. *Balanced*: I broke even.
 - 1. *Negative*: My time invested exceeded my return.
 - 0. *Worthless*: The meeting was a waste of my time.

Slide 35

School of Continuing Education

Poll Question

- My Return on Time Invested (ROTI) for this meeting is:
 - 4. Superb: I learned something that will save me significant time.
 - 3. Positive: I learned something that will save me time.
 - 2. Balanced: I broke even.
 - 1. Negative: My time invested exceeded my return.
 - 0. Worthless: The meeting was a waste of my time.

Slide 36

School of Continuing Education

Poll Question

- According to research, of our time is spent in meetings?
 - 35%
 - 65%
 - 85%
 - 25%

Slide 37

School of Continuing Education

Pre Session Question

- What is your biggest frustration/challenge when **LEADING** virtual meetings?
 - Managing the technical details
 - Keep the audience attention
 - Permissions for each platform (host, presenter, participant)
 - Reading body language
 - System puts out reminders
 - Disconnection/Technical Difficulties
 - Keeping staff engaged

Slide 38

School of Continuing Education

Pre Session Question

- What is your biggest frustration/challenge when you are a **PARTICIPANT** in virtual meetings?
 - Staying engaged, on task
 - Last-minute adjustments and updates.
 - People who are reporting tend to ramble (ramble ?)
 - Bad connections, not hearing people well, bad headset or laptop speaker
 - Lag time on the call, so everyone speaks over each other
 - Technical difficulties
 - Not having enough interaction
 - Background noise from attendees
 - Lack of organization by presenters

Slide 39

School of Continuing Education

Summary Tips

- Send out your online invitation with instructions to your participant ahead of the meeting, at least an hour before the start if not a day before.
- Start your online meeting 15-30 minutes before your participant is due to begin. Test your technology
 - Do a check on you presentation. Share your screen by clicking the green share screen button on the bottom of you menu screen.
 - Remember to share your audio by checking the box on the share screen dialog box if you are sharing a video.
 - If you are sharing a video, open that video in a separate tab on your computer so you don't have to wait on it to open during your meeting.

Slide 40

School of Continuing Education


Summary Tips Cont....

- Take a few minutes to make sure everyone on the call understands how they should interact within the meeting.
 - Chat/Polls/Break Out Rooms/Mute vs Unmute
- Explain viewing options
 - You have several options to view your participant, in the box with the picture on the top left your options are no picture ... > speaker view one box, multiple people two boxes or a grid of boxes for maximum people to view at a time depending on the size of your group.

Slide 41

School of Continuing Education

Scavenger Hunt

- Take 2 minutes to find the first piece of junk mail you see within reach
- What did you find?
- How long have you had this piece?
- Why do you still have it? 
- Other variations:
 - Item from another country
 - Item from a pet
 - Favorite color item

Slide 42

School of Continuing Education

Resources

- Babo, Kim, Jackie Kendall & Steve Miao, *Organizer's Organizer for Social Change - Midwest Academy Manual for Activists*, 3rd Edition, Seven Leeks Press, 2011
- Doyle, Michael and David Stross, *How To Make Meetings Work*, 1993
- Heathfield, Susan M., "Effective Meetings Produce Results: Tips for Meeting Management - Ensure Results by Your Actions During the Meeting", *Abacus.com Guide*
- <http://information-overload/articles.com/blog/2010/05/04-how-to-run-a-meeting-cost-calculation-time-calculator>
- <http://sevenleekpress.com/resources-ent/>
- <http://sevenleekpress.com/types-of-meetings/>
- <http://www.andykhland.com/watvostvok/2010/03/seven-different-types-of-meetings.html>
- <http://www.mediam.com/pptentamerwithlook-into-the-camera-make-easy-introducing-camera-carbon-a21e921a18>

Slide 43