



# TIPS & TRICKS: EFFECTIVE REMOTE MEETINGS



## CONSIDER YOUR ENVIRONMENT



Ensure you have a good internet connection. You can reduce your video quality or switch your video off to boost connectivity.

Find a quiet area which is free from distractions to engage fully with the meeting. Try using headphones to avoid distractions.

## BEFORE THE MEETING



If you are organising the meeting, **circulate an agenda in advance** and remind attendees of the main point at the start of the meeting. This helps attendees to see the purpose of the meeting, and understand how they will contribute.



**Familiarise yourself with the technology** you will be using. Arrange a call with a colleague to test your equipment beforehand if necessary.

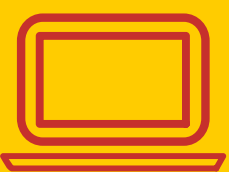
## DURING THE MEETING: TECHNOLOGY



**Turn your camera on:** Seeing your face and body language helps colleagues understand you better and engage more closely with what you are saying. If you prefer, you could turn your camera on when you are speaking only. If you are using Microsoft Teams on a laptop/desktop or in a web-browser, you can also blur your background, so that the room behind you is not visible.



**Mute your microphone:** Muting your microphone when you are not speaking reduces background noise and help attendees to focus on the speaker. You can nominate a person in your team to mute all attendees' microphones on their behalf in large meetings.



**Share your screen:** If you are discussing a particular document, share your screen to show attendees the points you would like to discuss.



**Use the chat function for questions:** In larger meetings, ask attendees to use the chat function to ask questions. This ensure that all questions can be heard and will be answered.



**Set your status on Teams to 'Do not disturb':** This prevents notifications which could distract you during the meeting.



# TIPS & TRICKS: EFFECTIVE REMOTE MEETINGS



## DURING THE MEETING: HABITS



**Be on time:** Make sure to dial in on time to ensure that the meeting can start and end on time.



**Record your own Action Points:** When you agree to take an action, make a note of this. This allows you to begin working on your actions directly after the meeting.



**Do not multi-task:** You should focus fully on your meeting - multi-tasking distracts from what your colleagues are saying in your meeting.



**As an organiser, give everyone a chance to speak:** Find opportunities to 'go around the room' and give all attendees and opportunity to ask questions and share insights.

## AFTER THE MEETING



**As an organiser, record key points:** Ensure that actions are recorded and shared in an email, or via the Files function if using a Teams channel, promptly after the meeting. Clearly assign tasks, include deadlines and decide how progress on actions will be tracked in a timely way.



**As an organiser, review your meetings:** Think about how your meeting went, and if there is anything you could improve in the next meeting.

## More information:



- Check out My Learning Source for more information: search for the Digital Skills Portal to learn more about Teams & the new 'Effective Virtual Meetings' eLearning for more help managing remote meetings.
- More tips & trips to support you working remotely are posted on The Source 'Supporting Remote Working' article & on Yammer daily.