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Getting the most out of online meetings

The meeting has started and (almost) everyone has switched on their audio. What else can you do to ensure you're getting the most out of your online meetings?

- Firstly make sure everyone has the equipment they need. Using headsets or earphones will give much better sound while also eliminating unwanted background noise.
- Implement meeting guidelines right from the start. That way everyone will know what to expect.
- Establishing a system for communication will ensure everyone has the opportunity to speak. Use a hands-up system and be sure to incorporate the chat function.
- Can everyone understand what's being said? Encourage clear speaking and ask for information to be repeated if there's uncertainty about what's been said.
- Give context on your content - not everyone will have the same amount of background information.
- If using a presentation keep the slides uncomplicated by using one key message per slide.
- The same goes for visual information. Try to condense your images to one per slide.
- Keep participants fully engaged by inviting questions and encourage use of the chat function.
- Summarise all actions agreed at the end of the meeting. It can be easy for participants to miss action points, particularly if they haven't heard or have had connectivity issues.
- Now that they have become commonplace, online meetings are sure to continue even when office working resumes. Try to relax and enjoy!

FREE support is available to help you with any fundraising or organisational development needs you may have. Do get in touch...

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This free and confidential service for any VCO based in or supporting those in the London Borough of Barnet.

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