10

Ten Top Tips for Video Meetings

ANGIE FLYNN-MCIVER / IGNITECSP.COM

We've all experienced it.

- You log on for your team's standing call, and you're the only one there on time.
- You raise your hand to participate, but the speaker never acknowledges you.
- A co-worker's vague response lets you know they were doing something else while you were talking.
- No matter how hard you try to focus, your online meeting is **Just. *Boring.***

Technology has taken great leaps and bounds in connecting us, but our understanding of how to maximize these big jumps lags behind.

This lack of understanding can lead to scenarios like the ones above and many others!

Fortunately, there is a growing body of research and expertise to help us make the most of videoconferencing while mitigating its downsides.

Ten Top Tips

1. Select one or two things to accomplish in your video meeting. Our online attention spans are short; prepare a very focused agenda.
2. Open the video room early! Invite others to come a few minutes early too, and create time to connect. This builds trust and relationship, and helps close the communication gap.
3. Have a "stage manager" working with the host of the call. This person can monitor the chat and help people who are late, have technical difficulty, or get disconnected.
4. Announce your "tech fail" plan. If the host's internet goes out, what should the others do?If theirs goes out, what's the protocol?
5. Enable "Do Not Disturb" on all your devices.
6. Check your video in the room you'll be using to avoid distractions. Where is the light coming from? Are you visible or in shadow?
7. What can the camera see of you? Try to be visible from about the mid-chest up.
8. What can the camera see behind you? Avoid a background that is too personal or too busy.
9. Have a couple of extra chargers nearby in case your wireless headphones, phone, or laptop gets low on battery.
10. Use headphones if possible, rather than relying on your laptop or phone's audio capabilities.

But…

it's not enough to use the technology well. In order to have efficient and enjoyable (I promise it's possible!) video meetings, you need to change your communication style.

To put it bluntly, you can't talk or present the same way in a video call as you do in person and expect to have a good outcome.

ABOUT

Angie Flynn-McIver is the author of
*Before You Say Anything: How to Have
Better Conversations, Love Public
Speaking, and Finally Know What to
Do with Your Hands*

Angie's company, Ignite CSP, brings
leadership coaching and
communication skills training to
individual clients and organizations
worldwide.

Learn more at www.ignitecsp.com

CONTACT

By post:
35 Haywood St., Ste. 209
Asheville, NC 28801

By email:
angie@ignitecsp.com

By phone:
(828)423-8585

iGNITE COACHING
SPEAKING
PRESENTING

Having a hard time getting your voice heard in meetings?
Does the idea of public speaking make you want to hide under the table?
Do you dread difficult conversations or feeling put on the spot?

Learn the secret to unlocking confident and effective communication, whether you're talking to one person or one thousand!
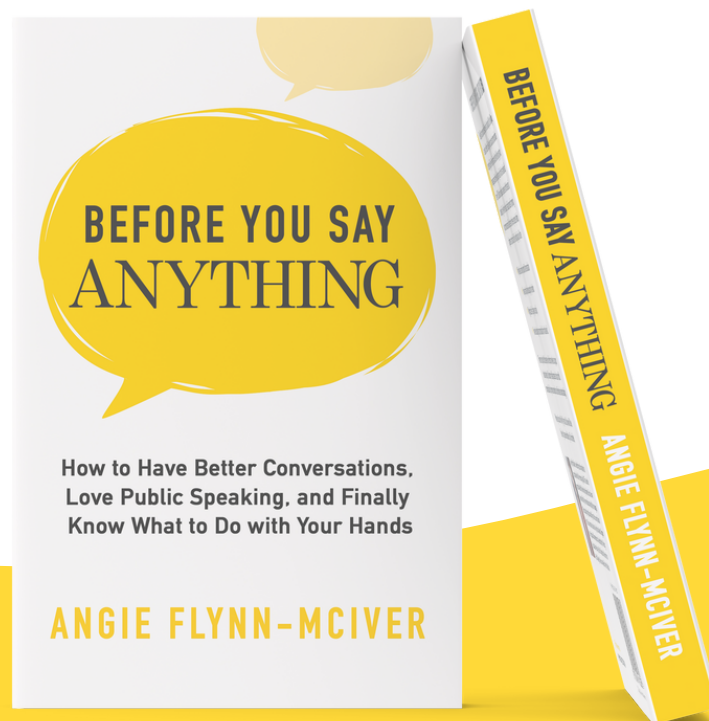
Before You Say Anything describes a new and innovative approach to connecting, creating results, and feeling confident about how you communicate. You'll understand why you're speaking, how to support your message with your body language and voice, and how to practice so that you're ready for the big speech and the off-the-cuff opportunity.

Available now in ebook & paperback formats.

Ten Top Tips for Video Meetings

☐ Select one or two things to accomplish

☐ Open the video room early

☐ Have a "stage manager"

☐ Announce your "tech fail" plan

☐ Enable "Do Not Disturb" on all your devices

☐ Avoid on camera distractions

☐ Be visible on camera from about the mid-chest up

☐ Avoid a background that is too personal or too busy

☐ Have extra chargers nearby

☐ Use headphones if possible!