

# 9 tips for a successful online meeting

With so many of us now working from home, video calls are a vital way to bring teams together and help everyone feel connected. So, to make sure your next online meeting is a success, here are a few handy suggestions...

## 1. BE PREPARED

Make sure you know how to access the meeting and that you have a quiet, well-lit space where you won't be disturbed (if possible!). If you're running the meeting, you may want to share a short agenda so everyone knows what to expect.



## 2. CHECK YOUR CONNECTION

A surge in internet use has put broadband providers under strain, so check your speeds (apps are available) and position your router away from other devices. If possible, use an ethernet cable instead of WiFi and ask others in the house to stay offline.

## 3. SHOW YOUR FACE



Turn your video camera on – it's much more engaging and will help everyone feel less isolated. Don't forget that body language makes up a huge part of the way we communicate.

## 4. USE HEADSETS OR EARPHONES

The sound quality should be better if you use these, but make sure you speak clearly, steadily and directly into the microphone. You could even mute the mic when you're not speaking to cut out background noise.



## 5. ESTABLISH SOME SIMPLE GROUND RULES

If you're leading the meeting, introduce everyone and agree a system for allowing everyone to contribute without talking over each other. Take it in turns or maybe use 'hands-up' signals.

## 6. STAY FOCUSED AND ENGAGED



Try not to multitask by checking emails or doing other work. Contribute, give your opinion and discuss ideas – the more engaged everyone is, the more productive the meeting will be.

## 7. KEEP IT BRIEF AND ON TOPIC

Many people may be struggling to cope right now with the change in circumstances, so keep the meeting short and to the point. If you feel it's going off at a tangent, park those ideas for future meetings and get back on topic.



## 8. CHECK HOW EVERYONE'S DOING

Short meetings are good, but find a few minutes to see how your colleagues are coping with their situation. For some, the meeting might be their only opportunity to talk to anyone all day.



## 9. WRAP UP WITH CLEAR ACTIONS

If you're a manager, capture actions and let your team know what's expected of them. It might be a good idea to email everyone afterwards with a brief summary and action points.



**Let's get social.** We'd love you to tell us your tips for online meetings – send them to [commsteam@udghealthcare.com](mailto:commsteam@udghealthcare.com) or post to social media tagging UDG Healthcare, Ashfield and Sharp. We'll then share your tips with the rest of our colleagues.

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