

HOW TO RUN ENGAGING ONLINE MEETINGS

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Strike the right tone.



REVIEW AGENDA

- Set Up
- Prep Details
- Leading Tips
- Follow Up to Follow Through





Tech matters.

SET UP



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“Not all online meetings are created equal.”

- Webinars
- Webcast
- Web Meeting
- Online Collaboration
- Online Presentations



SET UP





Roll Camera!

PREP DETAILS



To mute or not to mute?

PREP DETAILS





Sound logic.

- Headsets
- Reduction of noise
- Eliminate distractions

PREP DETAILS



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Amplify everything.



LEADING TIPS



Take a break.



LEADING TIPS





Engagement techniques.

- Icebreakers
- Case studies
- Involve others in leading
- Ask questions

Follow post-meeting protocol.

- Notes with action items
- Thank you

FOLLOW UP



A photograph of three people from the waist up, all focused on their mobile devices. The person on the left is wearing a light-colored shirt and holding a tablet. The person in the center is wearing a grey t-shirt and a black smartwatch, holding a smartphone. The person on the right is wearing a dark sweater and holding a smartphone. The background is a bright, slightly blurred white.

SURVEY



Questions?



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