

4C's of Virtual Meeting Mastery

Going virtual for your meeting?

Use this checklist to ensure you're Zoom ready:

CLARITY ✓

- Ensure you have sufficient lighting so participants don't think you're in the dark.
- Place your video camera at eye level and look directly into the camera as often as possible.
- Run two monitors if you plan on sharing content (like a slideshow). This ensures you can still see participants.
- Try a stand up desk to give you the energy required to facilitate an engaging conversation.

CONNECTION ✓

- Warmly welcome each individual as they arrive.
- Check-in with participants as to how they're coming to the meeting today (inspired, happy, frustrated, stressed?)
- Give opportunities for small group discussions before conducting large group discussions. Breakout rooms are KEY.
- Create a virtual etiquette guide for your regular team meetings.
- Track who's participating on a piece of paper to ensure you're hearing from everyone.

CO-CREATION ✓

- Build in multiple opportunities for participants to physically and mentally participate in the creation of the output.
- Consider using polls, chat boxes, small breakout rooms and virtual whiteboards to increase participation.
- Tools like Jamboard, Mural, sli.do, Mentimeter and Vibe all offer opportunities for collaboration.

CLOSING ✓

- Be clear about the next steps.
- Check-in once again to see how participants are feeling after the meeting (energized, tired, excited, concerned).
- Have everyone unmute to jointly say goodbye to avoid the awkward silence when everyone leaves abruptly.
- Be the last to leave.
- Issue a follow-up email promptly with the whiteboard output, chat history, and next steps or decisions made.

