

Remote meetings made easy

We're all experiencing a new normal with remote and flexible working becoming part of our lives.

So we've gathered a few handy tips to make sure your team meetings remain effective no matter where you're working from.

Check your tech

Have a look into what technology your company has available to support your remote meetings. If you don't have this technology readily available - speak to your IT team about options that meet your privacy and company needs. Some tech enables you to split your team into breakout groups, write notes on message boards – all great ways to help you deliver a productive meeting.



Invite the right number and type of attendees



Make sure that your attendees reflect the business areas whose input is needed to shape the outcome of the meeting. Less is more - 12 or less is a good number for most video conferencing meetings.

Separate offline tasks from what must be done within the meeting

Certain tasks can be done offline - for example, gathering data or brainstorming ideas - whereas things like debating key issues or having difficult conversations may need to happen there and then.

Assign conversational roles to your team

This can stop team members from being silent, feeling unheard and reduce individual dominated discussions. It can also help to add structure to the dialogue. For example a member (owns the meeting, talks the most and is responsible for producing results), critics (listen and critique members' discussion), and observers (can only listen or provide feedback through private messages).





Swap audio for video

With the new working environment, it's great to be able to see your team's faces as it adds a sense of normality and can improve morale. Video makes participants visually accountable and gives less room for miscommunication as input can get lost in audio calls.

Ask participants to contribute

Help your team to feel more engaged, have clear participant expectations and call on people who you haven't heard from. Mention them by name and repeat your question to encourage them to talk.

Reflect consistently

Use each meeting to improve the next, acknowledge new needs for topics, time structures, inclusivity and actions that follow them. Think about what you want from the meeting and ask your team for feedback, this helps them to invest personally into the success of future meetings.



Be engaging

You've organised a great meeting so make sure you keep everyone's attention. You can do this by using ice breakers, good visuals or setting up a new meeting tradition.

Take it offline - send follow ups

Remind attendees of key points, tasks and actions before and after meetings. This can increase the effectiveness of your meetings and their importance to your team members.

