



HOW TO SHINE ONLINE!



Whether you are a team member, manager, or leader, use these guidelines to meaningfully show up for, participate in, and lead your virtual meetings.

PEP! (Personality Elevates Performance)

- Up your energy level!
- Communicate effectively so that it FEELS to your team that you ARE there in person.
- Use appropriate hand gestures.

Be Seen, Be Heard

- Be on camera.
- Use proper lighting and framing.
- Mute when not speaking.
- Use headsets to reduce feedback.

You've Got the Tools, Use Them

- Understand how to use technology in your meeting (chat, breakout rooms, polls).
- Use visuals/share your screen to help get your point across.

Leading a Virtual Meeting

- Make yourself the most interesting thing on their screen.
- Immediately engage your team.
- Silence is not agreement! Call on people to come forward.

Listen Actively

- Be responsive and listen to what is happening in real time.
- Repeat back what you heard for clarity.
- Be dynamic and responsive to the needs of the group.
- Know when to drop the agenda and just have a conversation.