



EFFECTIVE VIRTUAL MEETING NORMS

By agreeing to a set of meeting behaviours, teams increase productivity and engagement significantly. Here are some suggested norms for your team.

ARRIVE ON TIME, BE PREPARED

- Sign into meeting 5 minutes early. This will give you time to make sure that you have your headset and video camera set properly, and meeting materials close by.

LOOK AT YOUR CO-WORKERS

- Not sure whether to look at the camera or your co-workers? Choose your co-workers.

IT'S NOT A MIRROR, IT'S A CAMERA

- Resist the urge to adjust yourself on camera. No need to fluff your hair or groom your mustache during the meeting - you look great just as you are!

LISTEN AND REFLECT

- Effective meetings require all of us to be clear on statements made so that after the meeting we can take action.
- One person speaks at a time. Listen to what they are saying

instead of thinking of what you will say next.

- When you do not understand something, do not sit in silence but rather repeat what you heard back to the speaker for clarity. This reframes your co-worker's statement to all participants. Clarity often comes in the reframing.

RESIST TEMPTATION

- We are all so busy these days that it might be tempting to check an email, finish a task or text your spouse while in the meeting. Please resist this temptation.
- Turn off all programs - it will help your computer run faster and decrease the temptation to multi-task.
- Silence all other devices, you may even wish to unplug your landline and feed the dog before the meeting.

THROW RADIO STYLE

- When you make statements, be succinct and let others know when you are done. ie: "back to you, Suzy..."

MUTE YOURSELF

- If there is a great deal of background noise ie: construction next door or perhaps, you're sneezing and sniffing with a cold, mute yourself while others are presenting.

RESPECTFULLY REJOIN

- If you have an audio or video issue, you may need to reboot and/or troubleshoot. Do this on your own and when you are ready, rejoin the meeting without causing a disruption.

BUSINESS ON THE TOP, PARTY ON THE BOTTOM

- You may be in your home office for this meeting but it's still important to look the part. So feel free to be in your flowered shorts but make sure the camera is picking up business casual attire.