Nomadic
International
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Psychology

# HOW TO RUN EFFECTIVE VIRTUAL MEETINGS

## FOR LEADERS AND MEMBERS OF A VIRTUAL TEAM
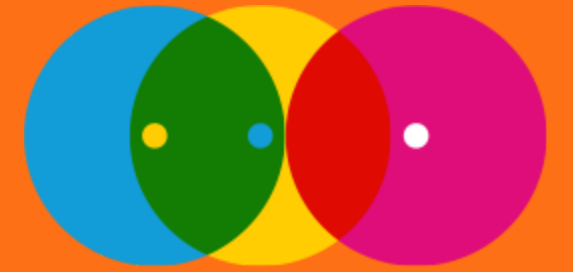
How To Run Effective Virtual Meetings

# Overcome your fear of Virtual Meetings.

A Checklist for Success

# 1. PLANNING A MEETING

WHY:

What do you want to achieve?
And… is a meeting really the best way to achieve this?
There are 5 questions to ask when there is a task to be managed remotely by several people:

1. Is this task mainly about sharing information, or is it more about building the relationship between team members/colleagues?

2. Does the task need to be carried out by people at the same time (synchronously) or can it be better managed by people at different times (a-synchronously)?

3. Is the task simple or complex?

4. Is the technology available for managing the task accessible to everyone involved, and how effective is that technology?

5. Are all team members competent in working with this technology?
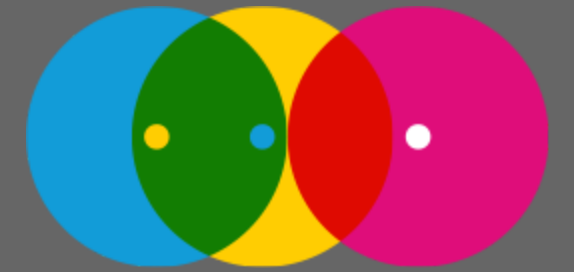
# 1. PLANNING A MEETING

The table below gives an overview of different tasks and the appropriate technology to deal with each of these. This will guide you in selecting the best technology for the task.
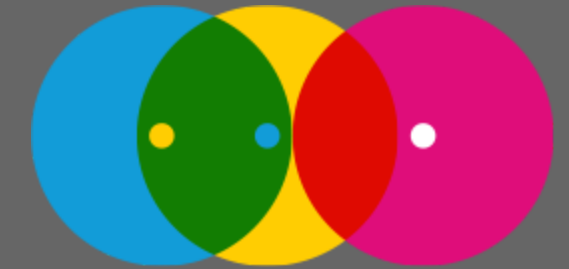
| Technology | Exchanging information | Producing documents | Explaining / having difficult conversations | Brainstorming and discussing | Building relationships |
|---|---|---|---|---|---|
| Email | 🙂 (green) | 🙂 (light green) | 😣 (red) | 😣 (red) | 😐 (orange) |
| Text message | 🙂 (green) | 😣 (red) | 😣 (red) | 😣 (red) | 🙂 (light green) |
| Chat | 🙂 (green) | 😐 (orange) | 😐 (orange) | 😐 (orange) | 🙂 (light green) |
| Phone | 🙂 (light green) | 😣 (red) | 😐 (orange) | 🙂 (light green) | 🙂 (green) |
| Phone conference | 😣 (red) | 😣 (red) | 😐 (orange) | 😐 (orange) | 😐 (orange) |
| Video conference | 😣 (red) | 😐 (orange) | 🙂 (light green) | 🙂 (green) | 🙂 (green) |
| Video conference 2.0 (Halo/ Telepresence) | 😣 (red) | 🙂 (light green) | 🙂 (green) | 🙂 (green) | 🙂 (light green) |
| Web meeting platform | 😣 (red) | 🙂 (green) | 🙂 (light green) | 🙂 (green) | 🙂 (light green) |

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## WHAT:

Do you need to include on the agenda to achieve the desired outcome?

- Virtual cafe (10 minutes pre-meeting)
- Check in
- Topic 1
- Topic 2
- Topic 3
- Conclusions
- Decisions
- Actions
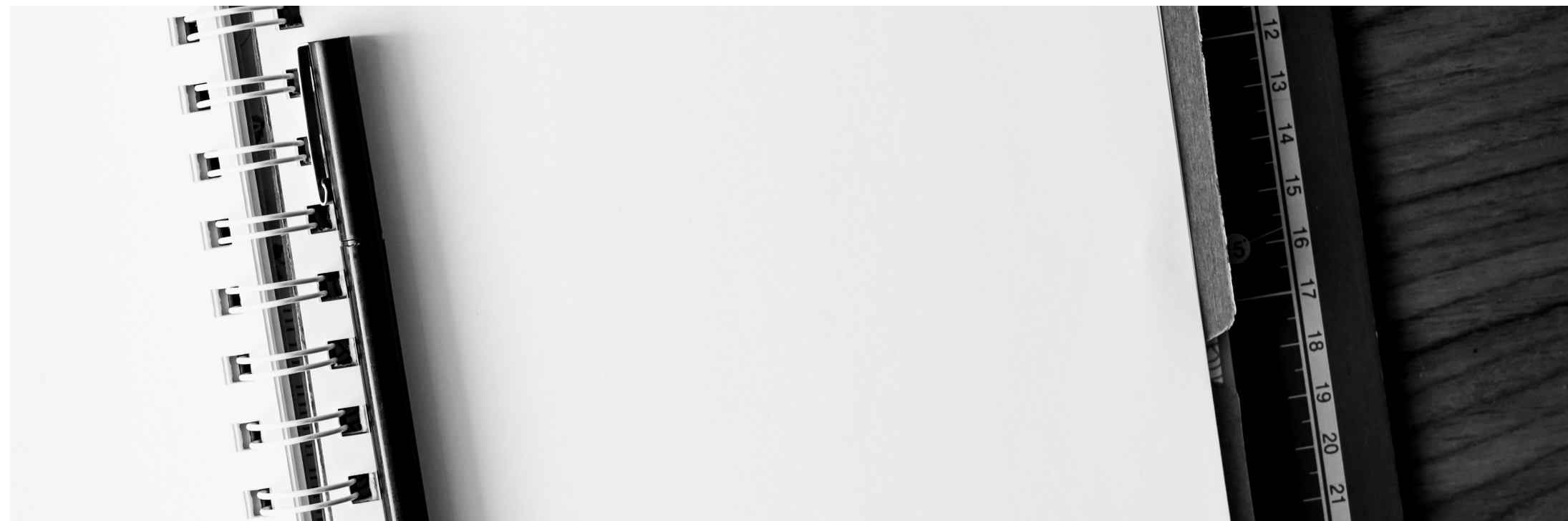
## WHO:

Who needs to attend the meeting in order to achieve the desired outcome?
Remember to take into account each attendee's:

- Level of experience in meeting virtually
- Knowledge / expertise on subject X
- Expected attitude or opinion about subject X
- Personality traits: is s/he more introverted or extroverted? Does s/he focus on detail, or more on the overview/'big picture'?
- Cultural background.

Also consider relationships within the group, and group dynamics. What kind of behaviour might you expect from your attendees?