

Facilitating Virtual Meetings: 3 Essential Tips

1 agenda

- Give in advance
- Intention of meeting
- List of topics
- Time expectations
- Who is responsible?
- What preparation is required?
- Desired outcome for each topic
- Build time for:
 - Dissension and discussion
 - Documentation and follow up plans



Participation?
Conflict?
Don't come to agreement?
Topics not on the agenda?
Use of Technology?

2 ground rules

- Those in structural positions of power share their opinions after others have been heard.
- Before opening a topic up for discussion, we will take 3 minutes to 'journal' to ourselves.
- When disagreeing, we first state how we understand the other person's point of view.
- We will put topics that come up during the meeting onto the schedule for the next meeting.

3 follow up

- What decision was made?
- Who is response for which piece?
- How will each person check in?
- What will you do if something unexpected comes up?

