

Topic: How to Hold Productive Virtual Meetings

The Board and our teams rely on virtual meetings to frequently conduct work. Here are some ideas on how to assure the meetings are productive and engaging; compliments of Mike Song, CEO of InfoExcellence.com

- Interact every five minutes - Practice "five alive" which means you're interacting with people every five minutes by asking a question
- Find a role for each person - If people read action items or offer up a best practice, they're much more engaged because they are more part of the drama
- Turn the gathering into an Action Meeting - Rather than talking about going to a web site, have people go to the web site during the meeting
- Be Decisive - Whenever the group can make a decision at the meeting, people become more engaged. Explain how the meeting will be conducted, how the decision will be reached and when it will be made.
- Recount decisions made during the meeting - Get decisions down on paper afterward to make sure action items are followed up on.