



OnLine Meetings

POWERTALK SPEAKWELL

28 NOVEMBER 2019

Agenda



Preparation



Agenda



Etiquette



Conversations



Following Up

Preparation



- If you are running the meeting; check you know the technology
- practice beforehand so that you can help others
- Test all technology (including camera/video, Wi-Fi, and screen sharing) before the meeting



Agenda

Include

- Key talking points
- Meeting structure (for example, how long you plan to discuss each point)
- People in attendance
- What each person is responsible for bringing to the meeting
- Any relevant document or data: send them before the meeting.

***“If I have to be at these boring meetings,
I might as well get something out of it.”***

Tips – During the meeting

- Introduce everyone during the meeting.
- Don't stare at your phone while other people are presenting.
- Don't interrupt people.
- Don't work on other tasks during the meeting.
- Turn off all beeping and buzzing things.
- Make sure everyone is in a quiet area.



Keeping people engaged



BUILD RAPPORT



CHECK IN ON PEOPLE



GET PEOPLE TO
INTRODUCE
THEMSELVES



GIVE OUT THE JOBS



QUIET PEOPLE



Following up

Check in with the group to see if they enjoyed the experience. What would they like to do differently next time?

If you promised to provide extra information, make sure you do that...

"It's one small step for man, one giant leap for mankind."

- Neil Armstrong

Thank you

Carol Speirs

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