



Episode 120: Making Online Meetings Work

with John Monks

Since the pandemic, many of our interactions with colleagues are online. While it's extremely convenient, it can also be difficult to get authentic and helpful virtual meetings and interactions. In this episode, John Monks, Leadership Coach and expert on Virtual Meetings joins Rachel to share his tips on making online interactions effective, fun, and valuable for everyone.

If you want to learn how to hold meetings online that are worth the time and effort, then this episode is for you.

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Guest links

[Closer Apart](#) by John Monks and Lizzie Shupak

[Social Physics](#) by Alex Pentland

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Quote to remember:

“... when people come away from meetings and workshops and feel like they have been able to participate and they have learned or contributed something, that’s when they think, ‘That was worth my time.’”

What You Will Learn

After the massive shift to remote and hybrid working, even if you’re working on the frontline, chances are that many of your meetings and interactions are now online.

But even with the convenience it can bring, there are also disadvantages. People crave physical interaction and collaboration — after all, humans were made to interact with one another. But when it comes to virtual interaction, especially meetings, people can become more hesitant to turn on their mics and cameras and really engage.

How do we communicate with the little black boxes on our screens? How can we make sure that we can build strong relationships even when not in the same room?

Completing this exercise will help you overcome the challenges of online meetings, and plan a framework that will encourage your colleagues to contribute and collaborate. With this, you’ll be able to prepare for and conduct meetings that will bring value to the participants as individuals and as a team.



Activity: Ace Your Online Meetings

Q1. Think about a meeting that you're planning to hold — or use a previous meeting that you've held as an example. **What sort of meeting is it and why? (A meeting, a presentation or a workshop)**

Q2. What is the purpose of your meeting?

Q3. What is your vision? What would a successful outcome look like?

Q4. Describe the participants. What are some important details or characteristics they have that might influence the meeting?



Q5. What do you need to prepare for the meeting?

Q6. List six prompt questions to encourage participation.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Q7. Investigate three websites, apps or online collaboration tools that you could use to energize participants.

- 1.
- 2.
- 3.



Q8. What are activities or questions could you use to make sure everyone will be able to share their thoughts and ideas? Give examples for both large and small groups.

Small Group	Large Group

Q9. What issues have you observed in previous meetings with your colleagues? How can you avoid or resolve them?

Q10. Write a few guide questions for encouraging feedback from participants.

- 1.
- 2.
- 3.
- 4.



5.

6.

Q11. Map out your agenda. Allot time for each segment of the meeting.

Segment	Allotted Time

Q13. What tips and guidelines about making the most of the virtual meeting could you share with your team before the meeting?

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CPD time claimed:

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