



# How to Host a Great Telemeeting

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*“The amount of meetings I've been in - people would be shocked. But that's how you gain experience, how you can gain knowledge, being in meetings and participating. You learn and grow.”*

- TIGER WOODS

# What is the Purpose of a Tele-Meeting?

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- Team meetings have tremendous value!
- They build culture
- They bring the team together
- They get ideas flowing
- They provide a safe space for community
- They ensure the clarity of the message is understood by all
- They help remote employees feel less isolated
- Tele-meetings can simulate the interactions of face to face, so you can observe body language



# We All Have Sat Through a Bad Meeting....

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Regardless of whether a meeting is face to face, on a phone call, or through a web cam, if you are missing certain things, your audience is bound to be disappointed.

## Qualities of a Bad Meeting

- Have no purpose
- Disorganized
- No clear leadership
- No action items
- Take too long
- Could be summed up in an email...



# Why “Meet” Instead of Send an Email?

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Ahem...the biggest reason is clarity in the message.



Do you remember that game of “Telephone” when you were a kid? You could have said “Green Spaghetti” and by the end of the message you could hear “Ron likes Peggy.”



You want the message to be clear and for your team to brainstorm together and ask questions.



The Team is just that, a Team. In athletics the team huddle gets everyone pumped.



At rehearsal in a band or play, it ensures everyone knows their part. A team meeting is more than just getting together, it provides vital information.

# “When” to Send an Email Instead

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There are times that an email is the preferred method of communication with a team:

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When you need 1-way communication

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A directive

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Explanation of instructions is easier given

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Agenda

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You need a written account of the interaction and response

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# What to Cover in Meetings

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- Morning Huddle- Goals and Expectations, Updates, Special Guests or Visitors, Changes to the Routine, and Items that make an Impact to that employee.
- Monthly Team Meeting- Statistics, Highlighted Employees, Team Transitions, Goals Met or Lost.
- Quarterly Meetings- Big Changes, Statistics, Big Wins or Losses.
- 1-1s- 1-1 Form, Other Issues Concerning Employee
- Stakeholder Meetings- Have an agenda
- Client Meetings
- Partner Meetings
- Virtual Interviews



# Parts of a Meeting

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## Have an Agenda

- Email the agenda to your attendees prior to the beginning of the meeting.

## Opening- Review of Minutes, Follow-up on Action Items, Status Updates

- This allows for progress checks.

## New Business- Goals of the Meeting

- This is where you can start brainstorming for the complexity of tasks.

## Assigning Tasks- Delegating tasks based on proficiency, time, and staff. Allocate resources. Create deadlines.

- This tells the who, the when, and sometimes, the how.

## Review- Everyone should report what they will do.

- This section is really important because it checks for understanding from everyone to ensure that they “get” what they are responsible and can ask questions for clarity.

# Be Aware of Your Surroundings

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- When you are on a video teleconference or conference call, everything in your background will echo, be visible, and others will notice!
- Refrain from going to the bathroom (it makes noise and on a video call, folks can get more than they bargained for).
- Animals make noise. It never fails. You begin that important conference call and your dog begins to bark in an effort to protect you from that scary mailman. Mute your line.
- Be aware of what is behind you. If you have nude art, a spouse that likes to make funny faces, or a cabinet full of alcohol, your whole team can see it. Place your screen in a place where you are the focus and not your stuff.

# What Makes a Team Meeting Effective?

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Team meetings are effective when they...

Don't rabbit trail to things that make zero impact

Are short and relevant

Focus on mission critical areas

Are purposeful

Focus on facts

Are goal oriented

# Final Thoughts

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Meetings are a critical part of the business and should never feel like a waste of time.

Everyone who attends a meeting should have a take away from that meeting (something to do).

Using tools and resources such as:

- Microsoft Teams
- Google Hangouts
- GoToMeeting
- Zoom

Are great ways to connect the team visually while far away.

If you have someone who tries to commandeer your meeting, thank them for their contribution and move on.