ActionCOACH®
BUSINESS COACHING

Virtual Meeting Tips

- [ ] Research and select best technology and online meeting tool- **ZOOM** is a preferred provider for ActionCOACH
- [ ] Make Virtual meetings more routine for your team, clients, customers
- [ ] Establish a "Virtual Water cooler" where casual conversation can happen & encourages Collaboration (Ie. SLACK or Microsoft Teams)
- [ ] Create daily check-ins online so your group becomes comfortable with the format
- [ ] Have clear agendas - send it ahead of the meeting so participants can prepare - meet with a purpose
- [ ] Highlight and be clear about the key talking points and takeaways you want each participant to have at the end of the meeting
- [ ] Allow adequate time for discussion and participation
- [ ] Share materials in advance
- [ ] Establish clear "rules of engagement"
- [ ] Provide online Etiquette refresher for all participants
- [ ] Make sure everyone has time to participate
- [ ] Ensure your environment, slides, audio and lighting are clear and free from distractions so participants can focus
- [ ] Be a good facilitator to ensure meeting goals are achieved