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AN ELITE COMMUNICATION STANDARD

# 5 INSIGHTS

to run better  
virtual meetings



NEXT

# Insight #1

## Don't invite too many people

- ▶ The more participants you have the more **passive** they will be – especially in virtual meetings.
- ▶ Meetings are best for **discussion** and **decisions** (not dissemination of information).
- ▶ Invite the **key voices** who need to be included.
- ▶ Send a written follow-up to those who need to be **informed**.



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# Insight #2

## Prepare a simple agenda

- ▶ This will take you more time. But it helps people come **prepared** and ready to **participate**.
- ▶ Put the agenda in the **meeting invite**.
- ▶ A **good** agenda should make clear:
  - ▶ The main objective
  - ▶ Relevant background info
  - ▶ The risk if a meeting is not held
  - ▶ Who's attending and what their responsibilities are
  - ▶ What happens next



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# Insight #3

## Send pre-reading ahead

- ▶ Do this for meetings that require information **dissemination**.
- ▶ Keep it **simple**. If you have a lot of information, summarize it.
- ▶ If you think your team will ignore the pre-read, distribute it at the beginning of the meeting and provide **quiet time** before the discussion starts.



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# Insight #4

## Embrace silence (it's your friend)

- ▶ **Organic conversation** may not happen easily in a virtual session.
- ▶ Give the team **instructions** and then silence.
  - ▶ *Please take 1 minute to read item number 3...*
- ▶ Use the **chat box** to get input.
  - ▶ *Now, write a one sentence description and put it in the chat box...*
- ▶ Ask follow up **questions** to prompt discussion.
  - ▶ *Interesting...can you elaborate on that a bit?.....▶*

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# Insight #5

## Send a written follow up

- ▶ This is ideal for people who need to be **informed** about a decision but don't need to help make it.
- ▶ Don't send meeting minutes. Instead, **summarize** the key points and action items in an email.
- ▶ Assign one **owner** and a **due** date to each task.
- ▶ Send within **24 hours** of the meeting.



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