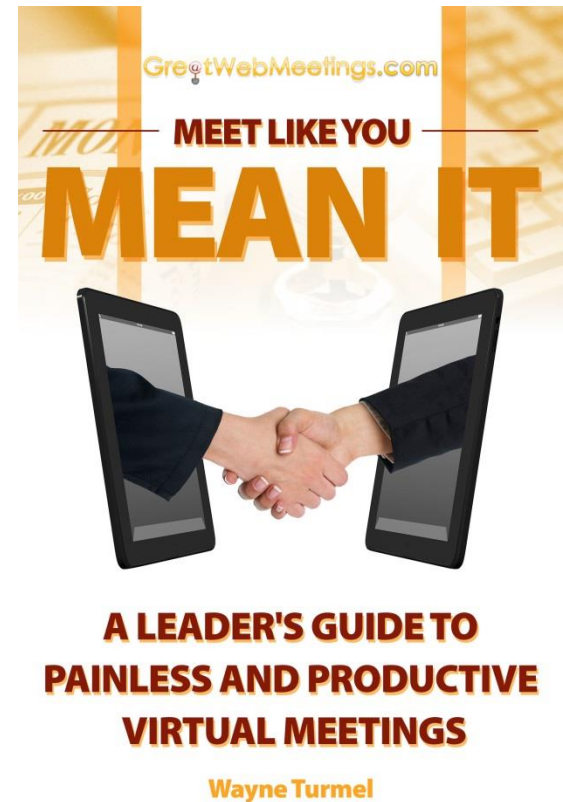


Why Virtual Meetings Stink- And What To Do About It

ATD Webcast 10/08/14
Wayne Turmel

Our Time Together

- Why we think meetings stink- and why it matters
- Why technology makes things worse
- 5 Tools to make your virtual meetings more interactive and productive
- 4 Tips to get more interaction



Why Do They Stink?



The Same Reason “Real” Meetings Stink

- Too long
- No participation
- Get off track
- Waste time
- Technology problems

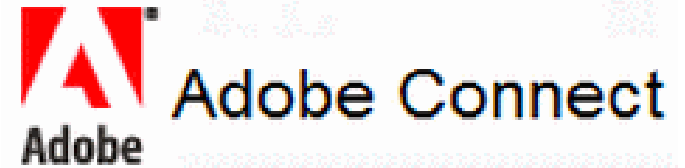


Why Remote Meetings Are Different



5 Tools That Help

1. Permissions
2. White boards
3. Chat/interaction tools
4. Webcams
5. A real honest-to-goodness agenda



Permissions

Attendee Privileges

Select the privileges that you want to assign to all attendees.

<p>Document</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Save<input checked="" type="checkbox"/> Print<input checked="" type="checkbox"/> Annotate	<p>View</p> <ul style="list-style-type: none"><input type="checkbox"/> Attendee list<input checked="" type="checkbox"/> Any page<input type="checkbox"/> Thumbnails<input checked="" type="checkbox"/> Any document<input type="checkbox"/> Number of attendees
<p>Event</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Record the event	<p>Communications</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Private chat with:<ul style="list-style-type: none"><input checked="" type="checkbox"/> Host<input checked="" type="checkbox"/> Presenter<input checked="" type="checkbox"/> Panelists<input type="checkbox"/> All attendees

All Attendee privileges

Assign Cancel

Whiteboards

- Multiple users
- Save
- Pre-load
- Reuse
- Call on people

Grow The Johnson Account

Options

- ✓✓✓ Buy email list
- ✓✓ Hire part time cold-callers
- ✓ Lower sales quotas
- Incentives for new business
- Make it a national account

Chat and Interaction

- Don't allow chat, expect it
- Open audio where practical
- Give people time
- ESL/ Introverts can contribute

Webcams

- Builds relationships
- Encourages interaction
- More effective for brainstorming and feedback
- Use where it adds, not when it distracts



Do You Always Send an Agenda?



A real agenda

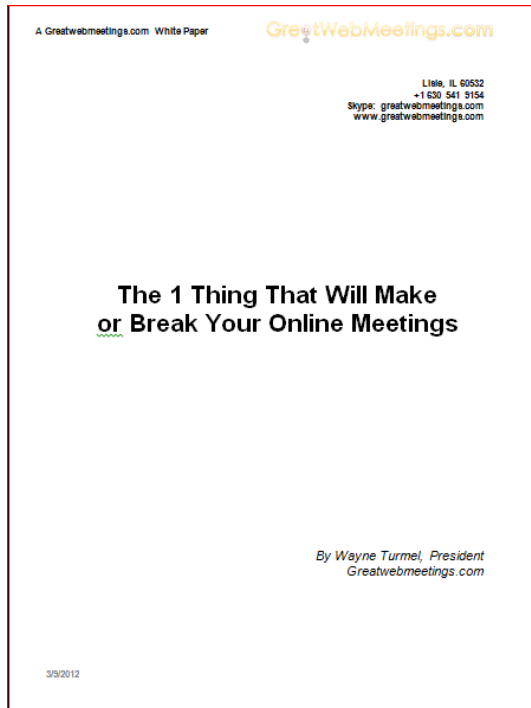
- Logistics
 - Date
 - Time
 - Length
 - As much prep as you can give
- Purpose of the meeting
- Desired outcome
- Expectations
- Any prework or assigned documents (with how to find them)

Why “Any Questions?” Doesn’t Work

- Old habits die hard
- Verbal interaction is only one way
- English as a second language
- Engage your introverts

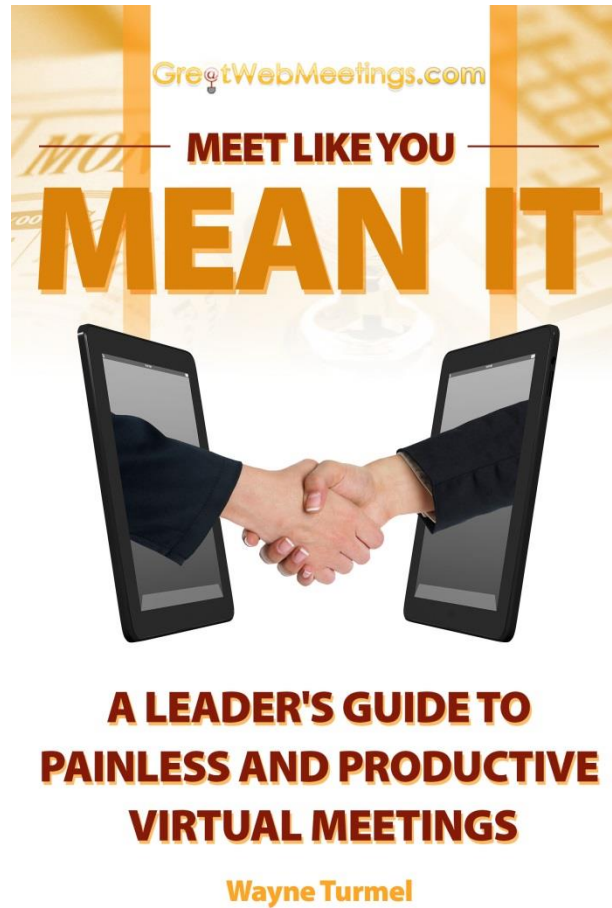


Free Whitepaper



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Questions?



**A LEADER'S GUIDE TO
PAINLESS AND PRODUCTIVE
VIRTUAL MEETINGS**

Wayne Turmel

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 - How to Create and Manage Remote Teams
 - Leading Effective Virtual Meetings
 - Lync (or WebEx) For Leaders
 - Remote Leadership Certification Series

Thank You

