



HOW TO MAKE YOUR VIRTUAL STAFF MEETINGS INTERACTIVE

It is important to ensure that staff meetings are interactive to ensure that staff members are engaged, paying attention, can participate and provide feedback, and feel a part of the team. Review the tips below for guidance on how to make your staff meetings interactive.

TIPS

Use Video

- ✓ To make people feel like they're all at the "same" meeting, use video conferencing rather than traditional conference dial-ins. That said, always provide an audio dial-in option. Video conferencing can work very well, but it relies on a strong internet connection that may not always be available. People need the ability to participate via audio but make it clear that video-first is the new norm.

Conduct Icebreakers, Energizers and Other Activities

- ✓ Check out these resources for ideas to engaging icebreakers, energizer and activities:
 - 🔗 [7 Fun Ideas to Make Your Meetings More Engaging – Harvard Business Review](#)
 - 🔗 [20 Online Energizers for Virtual Teams and Remote Meetings - SessionLab](#)
 - 🔗 [Infusing Fun into Your Next Virtual Meeting – Facilitation First](#)

Use the Platform's Features (Chat, Poll, Annotate, Break Out Rooms, etc.)

- ✓ Using the features of the meeting platform you're using is a great way to keep people engaged. You can use polls, chat and annotation features to gather information from the group, or test knowledge about a particular topic (e.g. policy) after describing it. It not only takes your colleagues experiences into account and reinforces what everyone is learning, but can also be a welcome break from a lot of talk-heavy content. Breakout rooms are effective tools for team-building exercises and are a great way to do small group problem-solving.

Minimize the Meeting Length

- ✓ Meetings should be discussions. Background information should be provided beforehand. If someone needs to present, use screen sharing as a visual to guide the conversation, so attendees can literally "be on the same page." But prioritize conversation to maximize the time people are looking at each other.

Test Out Equipment Ahead of Time

- ✓ While it seems like a no brainer, not everyone takes the time for this critical step. Unfortunately, it can be awkward, or even frustrating, if your colleagues are left twiddling their thumbs while you're trying to figure out why your audio isn't working or how to share your screen. If you want to ensure staff members are engaged from the start of the meeting, always initiate the meeting a few minutes before your guests arrive so that you can ensure that everything is set up correctly and that you're ready to go. That should include having all of the tabs and files that you plan to show people open so that you're not having to hunt around for anything mid-meeting.