



PACIFIC NORTHWEST TEAM

of Certified *JOHN MAXWELL*
Coaches, Speakers and Trainers

Connecting as a Professional during Virtual Meetings

Virtual meetings have become the “new norm” and that means YOU will be leading as well as attending live online meetings, events and training. Yet, there still isn’t a second chance to make a good first impression (as we seen with the accidental social media “stars” caught on camera in embarrassing moments), like it or not!

We want you to *create career value* so we decided to share some of best practices and tips.

Preparation

Preparing properly includes:

- Getting the lighting and audio right are **critical!** If others have to struggle to see and hear you it (pardon the pun) reflects poorly on you. **DON’T** be “backlit.” **DO** have your face properly lit. **DON’T** trust your computer’s built-in microphone. **DO** invest in a decent headset.
- Adjust your camera and chair so you **look** into the meeting **head-on**.
- **SMILE!** Smile a lot more than normal to overcome the technology intermediation affect.
- **CHECK what** is in the **background** to be sure it’s professional. Cluttered, messy offices (and kitchens) are a distraction, while NSFW artwork or “treasures” set the wrong tone.
- **Dress professionally**, even if it is business causal from the waist up! Consider what you will look like if you suddenly need to stand up. Be consistent with “your personal brand.”
- Silence your phones, or better yet **put them in airplane mode** as a courtesy to everyone else.
- Turn off all **email notifications** so they don’t embarrass you with a privacy breach or distraction.
- Join the meeting **early** because “*Murphy*” is lurking, hoping to inflict glitches as you try to login!

Attending the Meeting

Keep these guidelines in mind:

- Think like a servant leader and **serve others as teammates**.
- Once you’re in the meeting, **mute** yourself then **unmute as needed**.
- Remember, every professional speaker (*and a good many politicians!*) have had a “microphone on” horror story. **Beware** saying anything rude and **assume everyone will always hear you**.
- **Manage video** by design, not by accident! Video demands bandwidth. Make sure you have it so you won’t distracting. Showcase yourself with good video and engaging contributions!
- Print a copy of any PDFs so your note taking is set to go and **error-proofed!**
- If you use the **Chat Box** assume everyone will see it...*even if you think it is private*.

Technical Considerations

Technology. Love it or hate it but **never** take it for granted!

- Do everything you can to **hardwire** into your router. *Murphy* loves wireless connections!
- **Test** your headset (or microphone and speakers) **before** the session for echo or feedback.