

Lights, Camera, Action: How to maintain engagement in an online meeting

Working remotely has many upsides for employees: better work-life balance, no commute and more time to spend with loved ones. But the move to online meetings has taken its toll on energy and participation levels.

Here are our six smart ways to reduce online meeting fatigue and increase engagement:

Camera and audio on

Ask everyone to have their cameras and microphones switched on at the start of the meeting. Once everyone has had a chance to introduce themselves, they can then opt to switch off cameras if they prefer.

Daily or weekly wins

Ask your employees to prepare a win to share with the group. What was their biggest achievement for the day or week? Sharing positive accomplishments is a great way to motivate others and ensure individuals want to contribute.

Keep it short

People find it hard to concentrate. Research suggests that it takes only 13 minutes before employees zone out in a meeting. Keep meetings to 30 minutes, and use short breaks in meetings over the 45 minute mark.

Conversation, not a lecture

Make sure to make time for and to encourage discussion during your meetings. Your online meeting should be the place to converse, not have a one-way dialogue.

Keep it to the relevant people

Does everyone need to be at every meeting? Consider what they need to know and the contribution they can make. You'll be saving everyone's time if you only invite the people who need to be there.

Always have an agenda

Having a plan will help you make the most of your time together and accomplish what you set out to. You can distribute it before the meeting to make sure your employees feel prepared.

If you're looking to make your IT project team virtual meetings more efficient, we'd love to help. Get in touch at hello@insideoutconsulting.co.uk or visit insideoutconsulting.co.uk

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