Non-Profit
Lunch & Learn Series

First United
Bank & Trust

Virtual
Getting the Most Out of Your ^ Meetings

Entry Question

What has been your go-to COVID pandemic escape . . . snack, drink, TV show, activity?
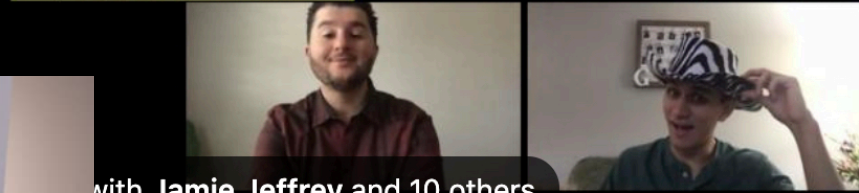
Be specific!

Please respond in the chat pod and review and comment on the responses of others.

Welcome to our Non-Profit Lunch & Learn Series

Getting the Most Out of Your Meetings

virtual

First United
Bank & Trust

with **Jamie Jeffrey** and 10 others

Welcome to our Non-Profit Lunch & Learn Series
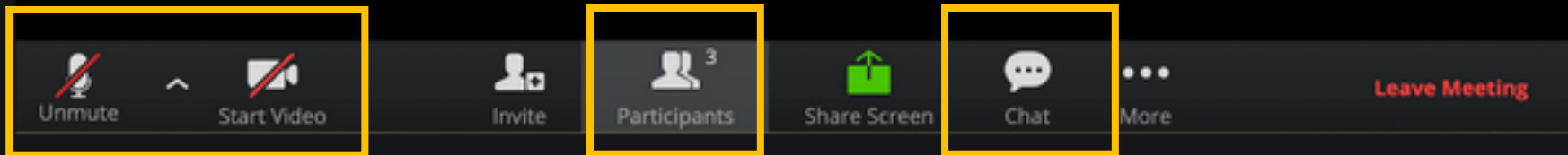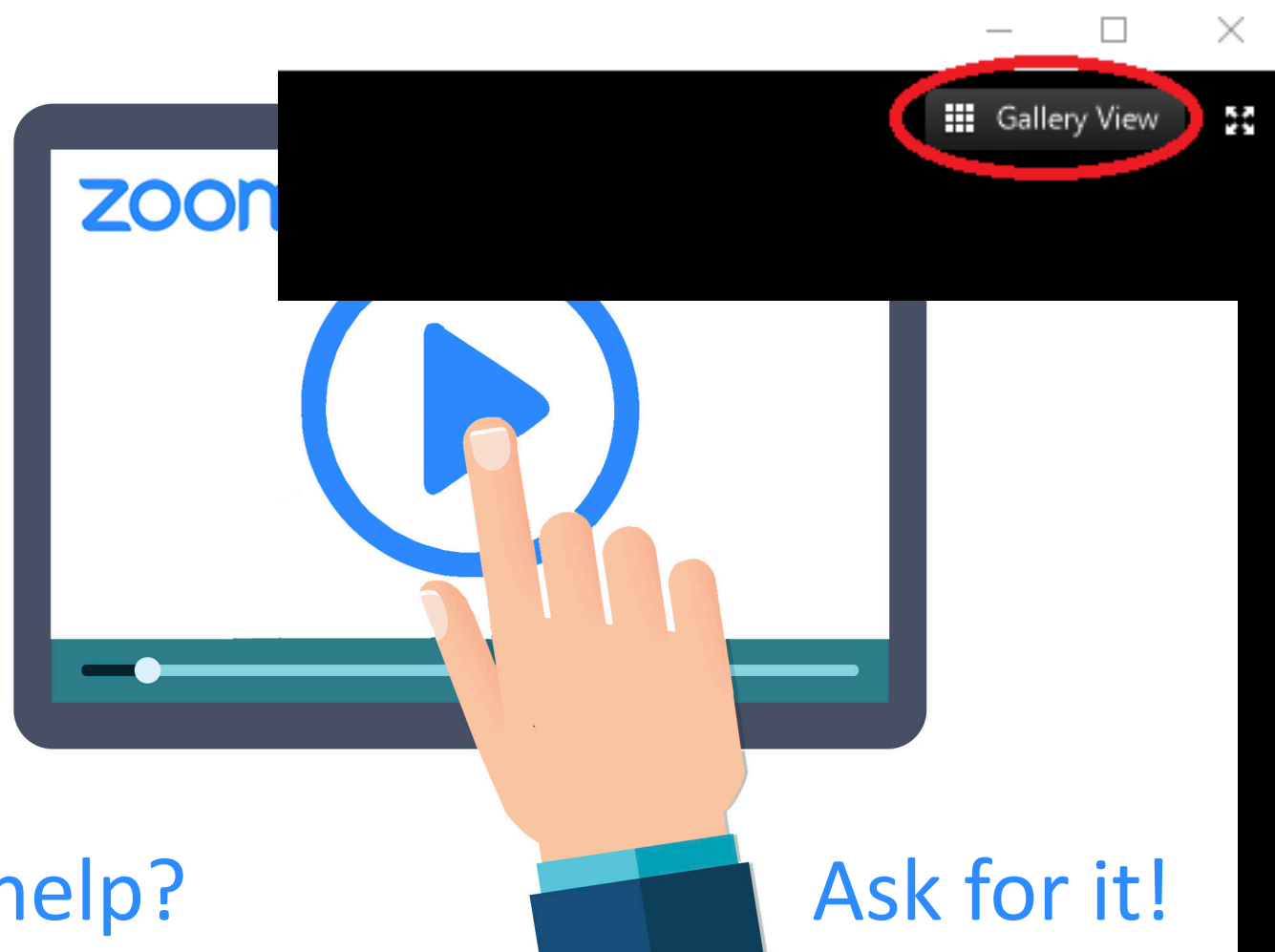
virtual

Getting the Most Out of Your Meetings

AGENDA

What Makes Meetings so Bad?

Meeting Tips & Tricks

Keeping Virtual Meetings Dynamic

Designing More Effective Meetings

Gallery View

Need help?

Ask for it!

Unmute | Start Video | Invite | Participants 3 | Share Screen | Chat | More | Leave Meeting
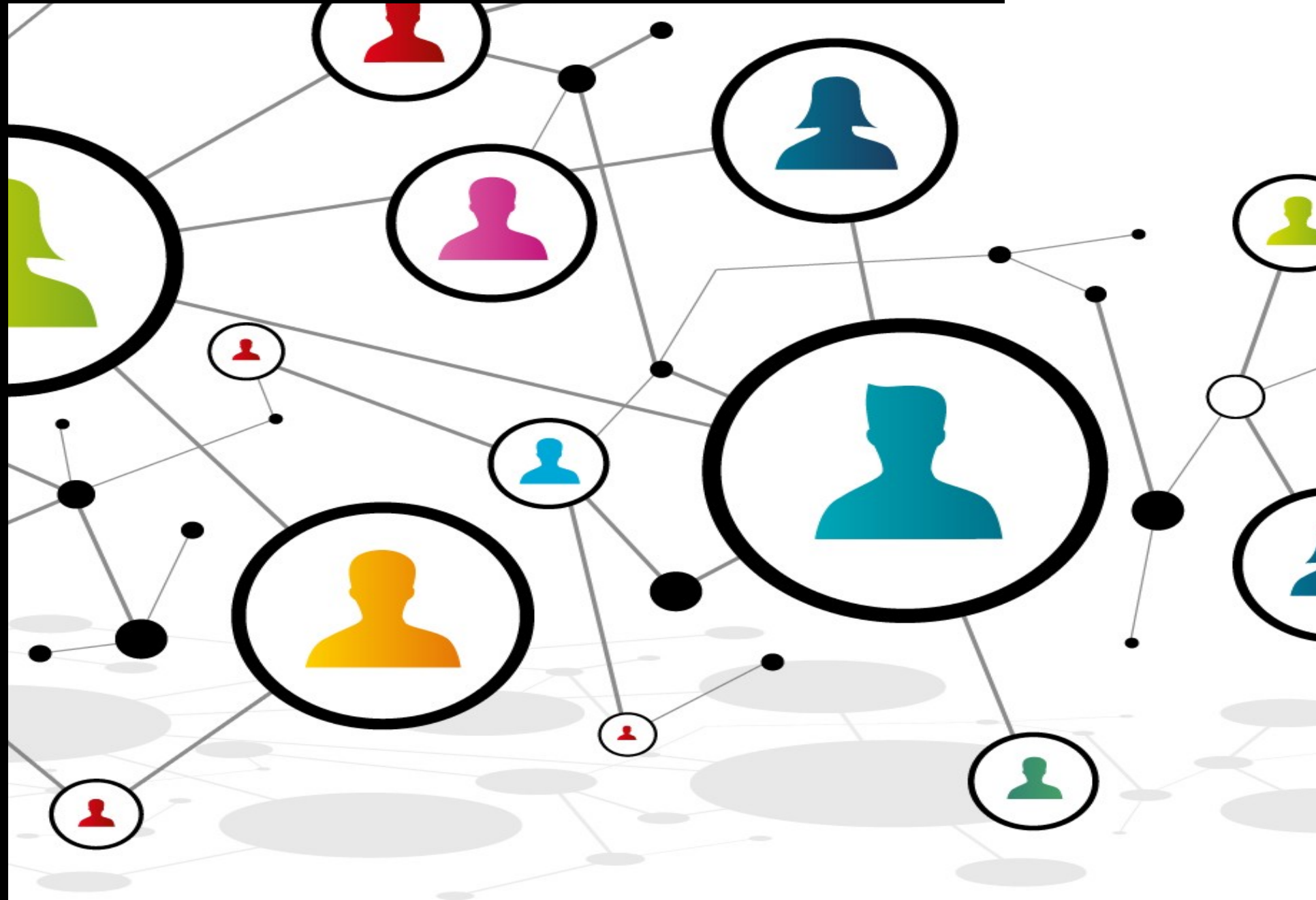
How's everyone adapting to this brave new virtual world?

This virtual stuff is great! We may never go back!

Ugh! I'm Zoomed out! Help!

We're still trying to adapt to the technology!

Meg Kinghorn

Meg Kinghorn International
Facilitator & Program Designer

Organizational / Network Development
NGO Capacity Strengthening

Meg@Kinghorn.org
www.MegKinghorn.org

Jeff Feldman

Eagle's View Enterprises

Trainer, Facilitator, & Coach

Teaming, Leadership Development,
& Organizational Process

EaglesViewEnterprises@gmail.com
304-274-0509

HOW INEFFECTIVE ARE YOUR MEETINGS?

25%

Ineffective Meetings

Group # 1

Group # 2

Group # 3

Group # 4

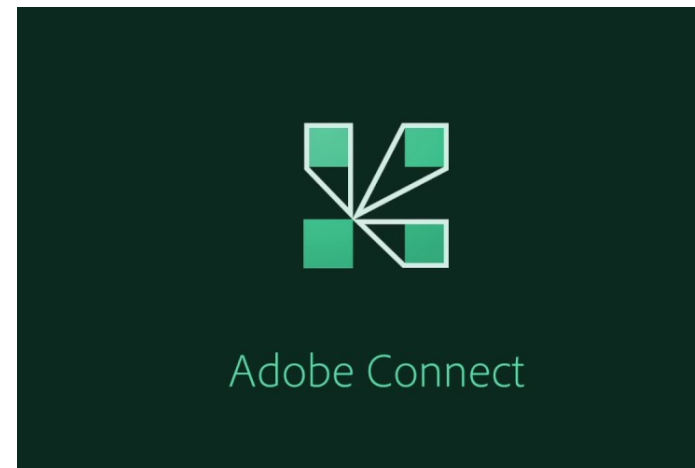**Group # 5**

Group # 6

Ensure a Successful Meeting!

For ANY meeting …

- Create clear & realistic objectives / agenda

- Say on time!

- Consider expert facilitation for key meetings

- Set ground rules that encourage participation and avoid conflict

- Avoid distractions or interruptions; go off site for longer meetings

- Use slides to highlight points; don't read!

- Follow-up to recap highlights, conclusions or decisions reached

For a VIRTUAL meeting …

- Keep virtual meetings 90-120 min max

- For longer meeting, break objectives into separate sessions

- Go over technology norms (e.g., stay muted or not, use the chat, etc.)

- Screen share vital information, reports and key metrics

- Use whiteboards to capture discussion

- Keep virtual meetings dynamic and participatory

- When possible, send a recording

Virtual Meeting Tech

M U R A L

# The Definitive Guide To Facilitating Remote Workshops

Insights, tools and case studies from digital-first companies and expert facilitators

Everything we know about work is changing: where it's done, how it's done, and who does it. As facilitators, we just got everyone comfy using sticky notes and colored markers, but there's more to teach. Where these lessons happen is the focus of this book.

It's our goal to show you how, with forethought, conducting remote workshops can be as productive as running them in person.

How? By going digital first.

https://www.mural.co/ebook

M

THE DEFINITIVE GUIDE TO
FACILITATING REMOTE WORKSHOPS

Insights, tools, and case studies from digital-first companies and expert facilitators
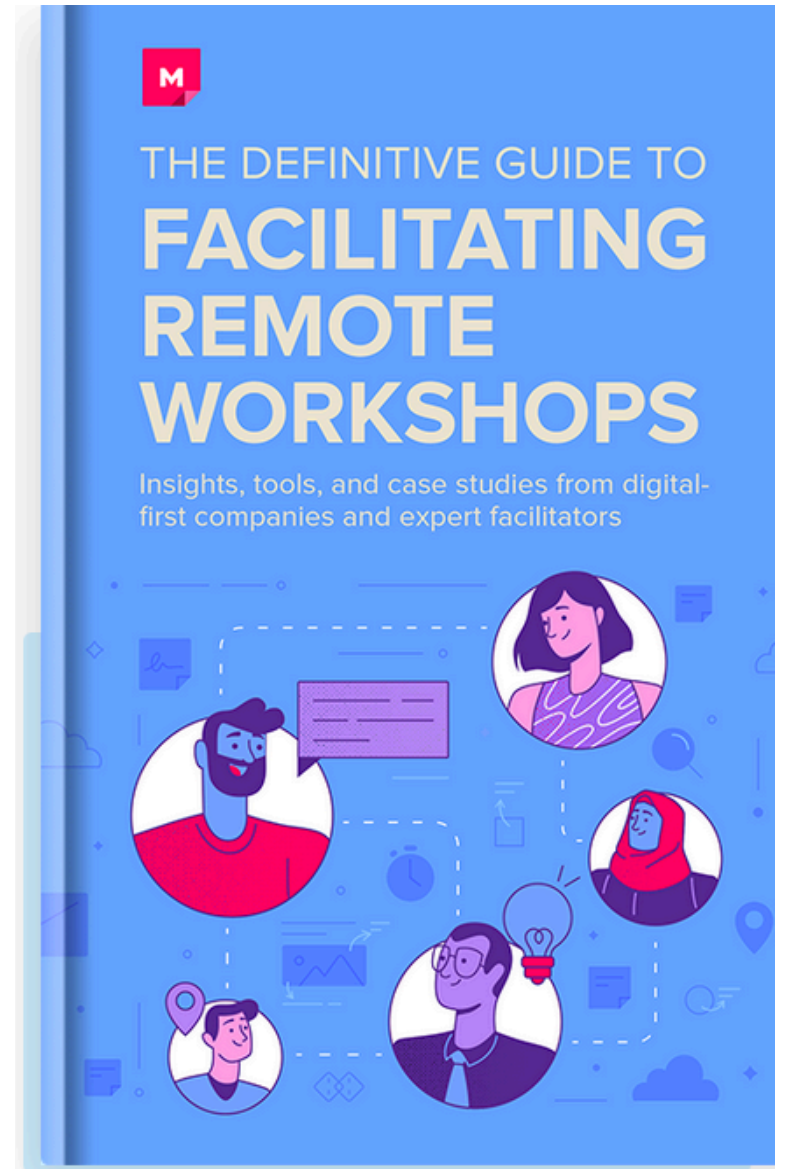
Slack Apps for Remote Teams

Slack apps for virtual teams are fun extensions that can be used to help build remote employee culture and engagement. Since employees likely use Slack every day, the platform provides an ideal touchpoint for other programs and initiatives you want to try.

These apps seamlessly integrate into Slack to make your life as easy as possible.

- Donut. Donut helps team members who've never met connect with one another.
- Bonusly Slack Integration. Bring employee recognition to your audience in Slack.
- Simple Poll. Create and launch polls in Slack where everyone can see them.
- Standuply. Automate the management and education of your teams in Slack.
- BirthdayBot. Be the person that always remembers and celebrates everyone's birthday.
- PlayPlay.io. It's okay if your company doesn't have a game room. You can play pingpong right in Slack.
- KudosBot. Celebrate employees organically through Slack.
- JukeBot. With Slack, this bot, and your Spotify account, you can create awesome playlists for your teams.
- Icebreakers. Deliver conversation starters through a convenient Slack app.
- IdeaKeep. Use Slack to share and vet ideas.

Let's Change This Meeting!

Your Task!

You have been organizing a 1-day planning meeting for your organization's anniversary celebration. Attendees are staff and partners.

The agenda includes: 1) time for people to get to know each other, 2) presentation of the celebration's vision, then 3) planning the program and forming committees to carry out the work.

You now must adapt the design to conduct it virtually.
How would you structure it and what virtual techniques might you use?

You will have up to **15 minutes** to work with others in breakout rooms. When your groups has come up with **5 solutions** to change the meeting structure and ways of conducting the agenda, return the main room.

Let's Change This Meeting!

What?   So What?   Now What?

My bank for

LEARNING
Understanding
BUILDING
Investing
CARING
Planning
Connecting
Volunteering
Encouraging
LIVING
Saving
Teaching
Serving
BRAINSTORMING
DREAMING
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THANKS FOR JOINING US!