

Fundamentals of Successful Remote Meetings (1)

Dr. Eva Gallardo-Gallardo

Dr. Vicenç Fernández Alarcón



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Learning Objectives



- How to make virtual meetings less horrible
- How to become a confident online facilitator
- How to deal with the problems that online meetings throw at you
- How to engage groups of distant participants in rich, multi-layered discussions



1. Connect with your
colleagues

Several dynamics

- 1. Personal Maps → Introducing Miro**
- 2. Team Agreement → Creating connexion**
- 3. Motivations & Expectations → Focus**

Shared ideas

Motivations for attendance

“Because it is more and more common to have virtual meetings”

“To improve my proficiency when leading virtual meetings”

“To have more effective use of time and resources in the current remote working situation”

“Make meetings more natural and enjoyable”

“Learn and use new techniques to improve remote interaction”

”To improve my proficiency when leading virtual meetings”

“Almost 50% of my time is spent in virtual meetings”

“To learn to better manage online meetings”

“Making the best use of time of the people (incl. myself) Involved in the meeting”

“No formal training on running meetings before... learn by doing and participating until now”

“Learn tips/tools to apply to remote meetings”

“Spending a lot of my time in meetings”

“To improve skills in virtual meetings”

“Most of my day is on online meetings”

Expectations

“Get tips and best practices about how to lead virtual meetings”

“Learn dynamics, tips, learn how to engage participants”

“Get some advice and learn about some techniques that facilitate meetings”

“Be a master of running interactive meetings/get what I want from them”

“Tips and resources to improve quality of remote meetings”

“Want to learn tricks & tools to facilitate virtual meeting to be more efficient – in time spent & results achieved”

“learn to avoid common mistakes and pitfalls”

“Tips and best practices to deliver and facilitate better meetings and trainings”

“Want to have more efficient and effective meetings”

“Get practical tips”

“Learn tips, tools and methodology”



What happened to Meetings?

“Remote work and the virtual office are big changes caused by a big event that will not be going away”

Reed & Allen (2021, p.8)

When did the world change?



The world changed quickly!

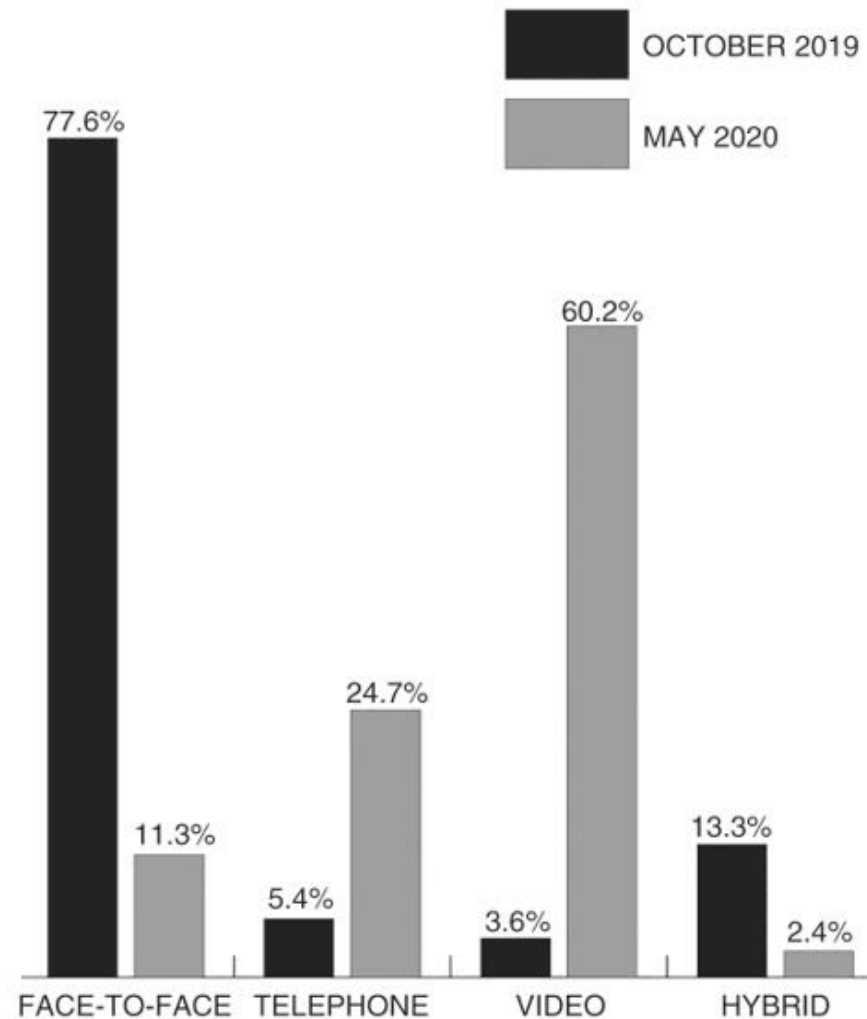
“stay-at-home” orders

everyone was “suddenly virtual”

“In mid-March 2020, the world of work transformed before our eyes. While essential workers continued to valiantly do their jobs in the face of a global pandemic, the vast majority of corporate offices closed their brick-and-mortar locations and **moved to entirely remote operations** to protect the lives of their employees and loved ones. Suddenly, so-called knowledge workers were working from home, **often in environments that were never designed for this new purpose.**”

Reed & Allen (2021, p.ix)

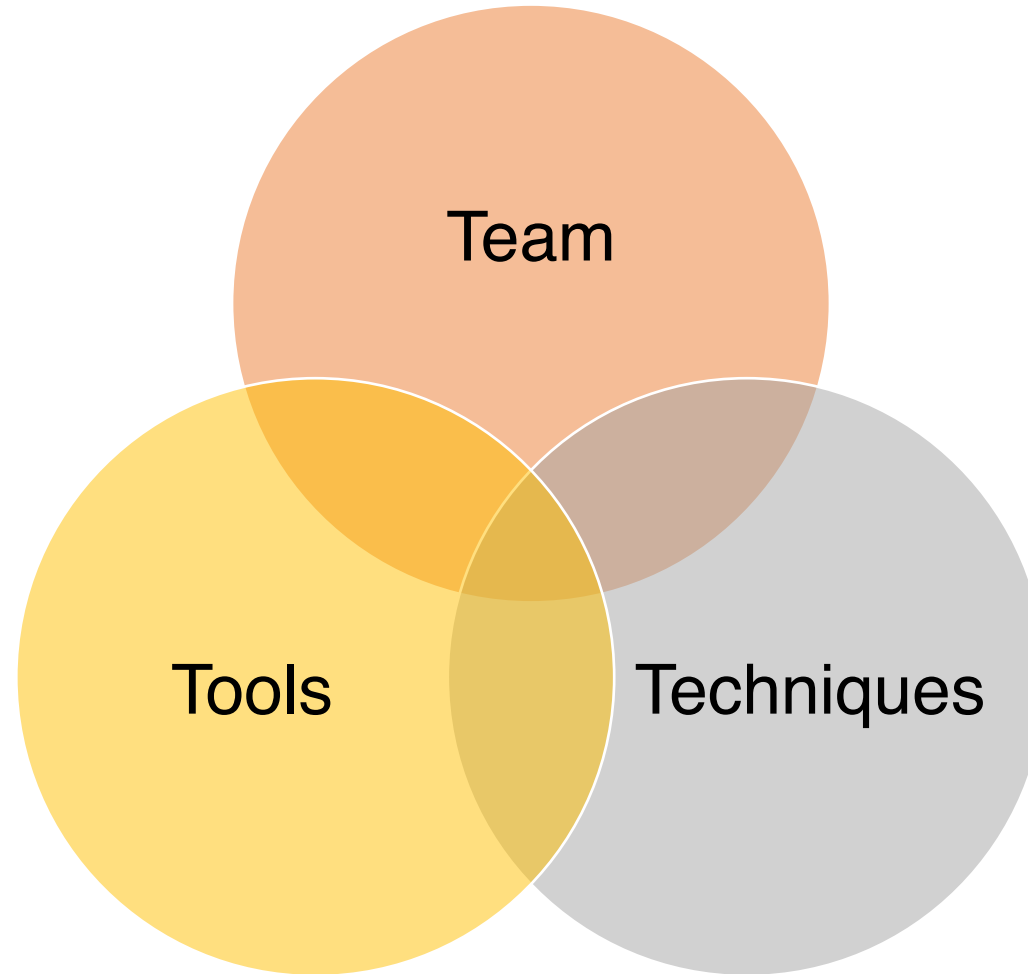
What happened to MEETINGS?



After the onset of the pandemic, meetings became suddenly virtual

Source: Reed & Allen (2021, p. 10)

Key factors that underpin all remote meetings



A simple breakdown...

When a producer
is needed in an
online meeting?

FACILITATING



CONTENT & MEANING



*Trainer, Presenter, Meeting
Leader*

PRODUCING



LOGISTICS & TECHNOLOGY



Host or Producer

Interesting thought!

Many of the basics about running successful remote meetings are the same as for in-person meetings





TIPS & TRAPS

Some takeaways from the session

- If you want interactive discussions you cannot hold large groups. If you need to do so, use breakout rooms to generate some previous discussion.
- It is good to start and end the meeting with a good mood. Use icebreakers!
- Be proactive in using several tools to break the monotony (i.e., quick polls, collaborative platforms, videos, etc.)
- If you want to start using a collaborative tool, you need to first explain the basics. Sometimes a pre-meeting session to just 'play' with the platform is good!
- Allot some time at the beginning and at the end of the meeting for personal reaching.
- If possible, focus on moderating and facilitating the meeting and ask for a producer/host (they can be an attendant!)
- If you use collaborative platforms, time flies! So, plan a realistic meeting.



REFERENCES

- Reed, Karin M.; Allen, Joseph A.. (2021) Suddenly Virtual. Wiley. Kindle edition.

Further readings:

- Harvard Business Review (HBR) (2016). ***Running Virtual Meetings (HBR 20-Minute Manager Series)*** Harvard Business Review Press. Kindle Edition.
- *Rogelberg, Steven G. (2018). **The Surprising Science of Meetings.** Oxford University Press. Kindle edition.*



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Thank
you