# Having a successful Webex Meeting

Monash Health

# Successful Webex Meetings

**Purpose**

Provide guidance on running a successful Webex meeting

**Agenda**

- What really happens during virtual meetings
- Running your meeting
- Handy Webex functions

**Limit (time)**

25 mins

# Never have a meeting with out your PAL

- **P**urpose
  - Be clear on the reason for the meeting
  - Using past tense can help you
    - Decision made
    - Plans set
    - Budget approved
    - Next steps determined
  - Use the meeting topic (when you set it) as a way to let people know the purpose or outcome of the meeting

- **A**genda
  - It is the plan for your meeting. What are you going to get done?
    - Spend 5 minutes outlining the problem, 20 minutes discussing ideas, 10 minutes reaching a decision

- **L**imit (time)
  - Outline how much time you want to spend on each item
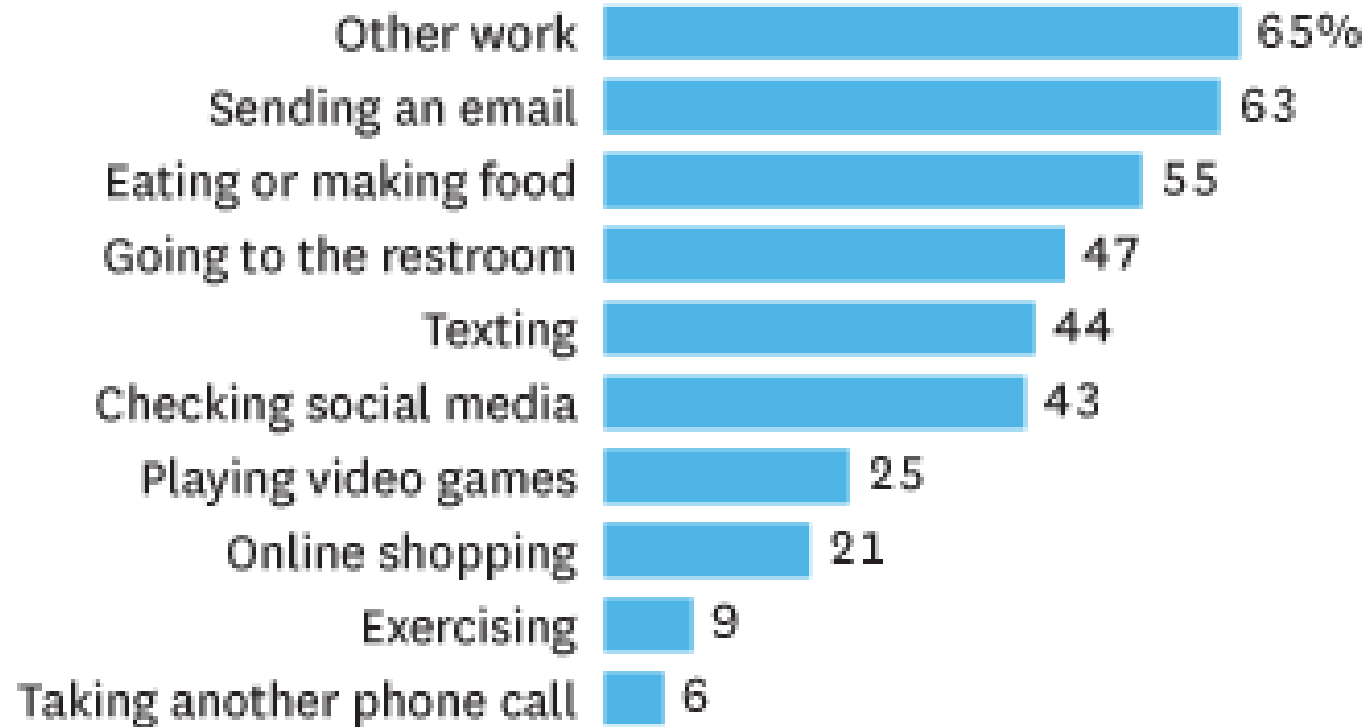    - Easy to underestimate the time you need

# What are you doing right now?

**…I'm sure it's not just 'listening to this webinar'**

WHAT ELSE ARE EMPLOYEES DOING DURING A CONFERENCE CALL?

| | |
|---|---|
| Other work | 65% |
| Sending an email | 63 |
| Eating or making food | 55 |
| Going to the restroom | 47 |
| Texting | 44 |
| Checking social media | 43 |
| Playing video games | 25 |
| Online shopping | 21 |
| Exercising | 9 |
| Taking another phone call | 6 |

SOURCE INTERCALL

HBR.ORG

Source: Harvard Business Review (2015)

# Running your meeting

| | |
|---|---|
| **Set ground rules** | • Mute or not?<br>• Video on or off?<br>• Asking questions or comments |
| **Kind interruptions** | • "Pardon my interruption. My intention is to ensure everyone is following."<br>• "Can I pause you for a moment." |
| **Stay on track** | • "Can you help me connect the dots with what you are saying and our objective?"<br>• "I'd like to play back what I heard.." |
| **Wait longer for input** | • Visual cues are not as easy to pick up on<br>• It may take people some time to come off mute |
| **Call on people to comment** | • Be wary of open input questions. "Does anyone have anything to say?"<br>• Use their name first, so they can prepare to participate |

# When everyone is not virtual

- Check the technology
- Speak loudly
- Speak one at a time – no side conversations
- Engage virtual people first – they are easy to forget
- Consider having the meeting virtually anyway

# Handy Webex Functions

| Function | Great for… |
|---|---|
| Notes | Communicating agenda<br>Capturing key points<br>Confirming actions |
| Chat | Taking questions<br>Taking a quick yes/no poll<br>Encouraging connection among participants<br>Seeking views and input |
| Poll | Seeking views and input<br>Voting or decision making |
| Raised hand | Taking questions<br>Signalling you have input to the conversation |
| Visual thumbs up/down from participants | Voting or decision making |

# Closing the meeting

- Recap the outcome
- Agree on next steps
- Assign/confirm roles & responsibilities- *who will do what by when*
- Preparation for next meeting
- Send out meeting summary , documenting next steps and to do list

# Thanks for watching!