



From Blah to Bling: Tips & Tricks for Leading an Engaging Virtual Meeting

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Agenda

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May 4, 2021

9:30-10:30 a.m. via Whova/Zoom Meetings

Agenda

Welcome (10 minutes)

- Introductions & Roles
- Meeting Norms
- Icebreaker

Leading an Engaging Virtual Meeting (35 minutes)

- Before
- During
- After

Q&A (15 minutes)

Debra Shapiro - Moderator
Jill Fuller - Notetaker



- Start and end on time
- Capture off topic items & place on the backburner for later discussion
- Be present
- Everyone is responsible for staying on topic
- Be kind

On a scale of 1-5 (1-lowest, 5-highest), how confident are you in leading virtual meetings?

Average worker
in meetings

**4.5 hours a
week**

Why we dislike meetings

- They are poorly planned
- Badly run
- Add zero value
- Go off topic
- Take too long
- Others don't prepare
- Don't solicit feedback
- No agenda



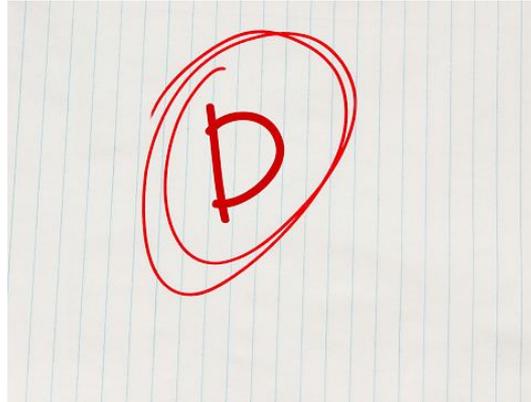
Type 'yes' in the chat if you agree

39% found their meetings were productive

31% neither productive or unproductive

30% unproductive

61%



Why have regular meetings?

1. To keep each other **informed**.
2. To **discuss** options about what we should do.
3. **Decide** on a way forward.
4. And occasionally, to take a **deep dive** into a problem.

Blah to Bling?



And now...

Tips & Tricks for Leading an
Engaging Virtual Meeting



Before

- Email instead?
- Meeting time/date
- Key people
- Agenda
- Platform

During

- Arrive early
- Check tech
- Be welcoming
- Stay on topic
- Start and end on time
- Mini review and next steps

After

- Debrief: how did it go?
- Send notes
- Schedule next meeting, if needed

On a scale of 1-5 (1-lowest, 5-highest), how confident are you in leading virtual meetings?

Thanks!



Any questions?

You can find me at
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Resources

- *50 Digital Team-Building Games* by John Chen
- *Running Great Meetings & Workshops for Dummies* by Jessica Pryce-Jones & Julia Lindsay
- Best Practices for Virtual Meetings
- What It Takes to Run a Great Virtual Meeting
- Tips for Facilitating a Virtual Group Conversation
- Stop the Meeting Madness
- Meeting Norms
- How to Stop Wasting Your Time and Everyone Else's-
in Meetings

Notes