Leading Effective Digital Meetings
Service Unit National Training
Agenda

• Purpose of Digital Meetings
• Pros and Cons of Digital Meetings
• Preparing For The Meeting
• Maintaining Engagement in Online Conversation
• Platforms for Hosting Digital Meetings
• Tips & Tricks For Digital Meeting Success
The Purpose of Digital Meetings

Why hold a digital meeting?

- Maintain connection when in person meetings are not an option
- Conduct important business in between in person meetings
- Continue progress on work that is ongoing
- Provide Troop Leaders with an opportunity to connect and learn from each other, even when they can’t be face to face
- Provide an opportunity for Troop Leaders to familiarize themselves with digital meeting platforms and tools
The Pros and Cons of Digital Meetings

Pros:
• Allows Troop Leaders to attend and maintain connection with each other during social distancing
• No need to secure a physical location
• Provides an opportunity for Troop Leaders to build skills in utilizing online meeting tools

Cons:
• Technology can be a challenge
• Facilitating discussion can be difficult
• Missing the personal connection of face to face meetings
• No opportunity to distribute physical paperwork or information
Preparing For The Meeting

• Develop and send the agenda well in advance

• Coordinate any additions to the agenda by email before the meeting. If that’s not possible, allow time for attendees to include additional agenda items.

• Include any necessary handouts or materials as an attachment in line with the platform you are using.
Setting Up Technology Tools

- Do a quick technology run through with key presenters and facilitators prior to the meeting.
- When testing technology, make sure to test the tools and the platform.
- On your test call, use the same tools (device, headset, etc.) that you plan to use on the call.
- Arrive at least 10 minutes early to assist with any technology challenges.
Maintaining Engagement In Online Conversation

• Be prepared. Develop the agenda and share it prior to the meeting.

• Send out technology tools and instructions well in advance, so Troop Leaders have the chance to test their technology setup before the meeting.

• Begin the meeting by developing a shared set of housekeeping rules—and stick to them.
Maintaining Engagement In Online Conversation

- Allow time for brief introductions, so leaders know who is attending the meeting.

- Keep everyone engaged and involved. Pay close attention to those who are trying to speak but can’t, or those who are hesitant to speak. Make sure to gently provide an opening for them to join the conversation.

- Follow up with key takeaways after the meeting, in case any attendees missed something during the meeting.
Platforms For Digital Meetings

• Zoom
  • Free version limits meetings to 40 minutes
  • Security can be a concern. Do not share the link to the meeting on public forums, and always use a password.

• Skype
  • Free for up to 10 participants

• Webex
  • File sharing and content is limited in the free version
Other Platforms For Digital Connection

• Microsoft Teams
  • Not all Troop Leaders have access

• Slack
  • Limited but helpful functionality in free version

• Facebook Groups
  • Must be kept private
  • Limited to those leaders who use Facebook
Tips and Tricks For Successful Digital Meetings

• Make sure your meeting has a facilitator, presenters where appropriate, and someone assigned to monitor the question log or chat.

• Prepare a few conversation prompts to bring all voices into the conversation

• Be comfortable with silence, and don’t jump to fill it. Meeting participants may be unmuting their microphones, or simply processing the discussion to formulate a response. Let some time pass in silence if need be to allow attendees to respond.
Tips and Tricks For Successful Digital Meetings

• Set the expectation that you will actively engage everyone in the discussion- and follow through.

• If you are asking a participant to speak for longer than a few minutes, give them a heads up prior to the meeting so they have time to prepare and test their technology.

• Glitches and technology challenges happen. Just roll with it and be prepared to run the meeting without meeting aids like PowerPoint decks and handouts.
Thank You!