

Hybrid Meetings

CHECK- LIST



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CREATING GAME CHANGERS

Check-List: Hybrid Meeting Types

Whether it's your first virtual meeting with your team or your forty-seventh weekly meeting, here are the steps you need to follow to make it a real live discussion:

- Plan with a goal
- Invite the right people
- Create the right agenda for the goal
- Start 10 minutes early
- Start a collaborative protocol
- Don't let anything distract you from the topic
- End your meeting with a check-out
- Stay "on line" after the end

Afterward, make sure you send out the protocol of the meeting and let people know where they may be able to view/listen to recordings if they missed it. If you do that, you'll likely get some feedback from members of your team that will help you tailor the meeting flow to their preferences and make the next one even better.

Plan with a goal

Having a goal set for each meeting will make the planning process much easier, as people will have realistic expectations of what will be discussed and will plan accordingly.

Limit yourself to one goal per meeting. If you want to get more done, consider calling two smaller meetings (even if they're both on the same day).



Invite the right people

Not everyone on your team has to attend every meeting, and every event invitation you send distracts from the real work everyone wants to get done.

Keep in mind that the cost of an hour-long meeting with nine people is not one hour – it is nine hours!

And as the number of people in meetings increases, the effectiveness of meetings generally decreases. So be wise with your people's time and keep the guest list as short as possible.



Create the right agenda for the goal

Instead of using a generic agenda, use a collaborative document.

In this way, you can collect input from those involved in advance, share your agenda, prepare the most important questions with accompanying information and possibly collect opinions and queries in advance that will turn your meeting into a productive live discussion.

With a little practice, you can also clarify notes live and even make decisions – in real time and understandable for everyone.

Inform asynchronously and discuss synchronously!



Start 10 minutes early

Just like in a "real" meeting, let your people enter before the start and engage in a pre-meeting chat.

You can even facilitate this stage with a few questions designed to help people share what's going on in their world. And if you start 10 minutes earlier, please make sure to register 5-10 minutes earlier on the conference platform.

You don't want to fix a tech hiccup while your teammates chat about their baby's first steps or their latest vacation.



Start a collaborative protocol

You don't have to invite a stenographer to every meeting. Now that your collaborative document is live, you need to encourage everyone to bring the meeting to life in that same document.

It is recommended that you, as the moderator, appoint a collaboration officer who is tasked with overseeing what is happening on the document and relaying it to you where necessary.

In particular, you should ensure that unforeseen problems, new ideas, and any actions resulting from decisions are included.

The exact timestamps of who said what and when are less important than making sure you know what ideas were presented and who committed to taking what action.



Don't let anything distract you from the topic

As the meeting progresses, make sure you can stay on topic and stick to your planned schedule.

Otherwise, over-sharers dominating the conversation could throw you off course if you're not prepared. As do problem askers who offer long, windy explanations and who end up being insulted every time you ask questions back trying to get back on track.

You created the agenda with one purpose in mind, so it can also serve to take the blame when you need to interrupt speakers and ask them to save their thoughts for offline time.

And if someone is late, you don't have to waste time briefing them. Everyone has the agenda and can always watch the recording or read the meeting document afterwards.



End your meeting with a check-out

As the end of the meeting time approaches, bring everyone back together by briefly reviewing what was discussed in the meeting. Have the designated collaboration officer ask questions about the live document as needed.

Then just go through the questions that made up the agenda items and see if everyone thinks all the questions have been answered.

Finally, confirm that the assigned tasks are understood by the assigned person and, if possible, get a time commitment for each task.



Stay "on line" after the end

End the meeting on or before the scheduled time if possible, but don't immediately feel the need to log off.

The way you opened the call a few minutes earlier, leave it open so people can continue to socialize afterward.

Being the "host" of the conference call may mean you have to stay until everyone else has logged off.

However, you should be able to mute the audio and disable your video if you want to focus on other tasks.



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