



Video Conferencing: What have we learned? What do we do now?

With Melissa Esquibel, MCT, MOSM
and Dr. Monica Seeley

Unauthorized duplication of this material is prohibited. Microsoft® is a trademark of the Microsoft group of companies and associated product names and logos are registered trademarks of Microsoft Corporation in the United States and other countries. All other trademarks are the property of their respective owners.

Where do you fit?

- ▲ Video conferencing was nothing new
- ▲ Video conferencing was new to many
- ▲ My organization had never used or rarely used videoconferencing

Meetings

- ▲ Did you replace the meetings you normally have with video conferences
- ▲ Did you have less meetings?
- ▲ Did you also use videoconferencing to substitute for normal informal communication and collaboration?

What did we learn?

- ▲ Maybe we have less meetings
- ▲ Maybe we optimize the time we spend in meetings
- ▲ Maybe we use alternate ways of collaborating

Please let's not just create more email!!!

- ▲ For those organizations that are having fewer meetings, is the amount of email you're dealing with increasing?
- ▲ Have you tried using collaboration platforms like Teams, SharePoint, Basecamp, Slack, Trello, Asana?
- ▲ Have you had folks that just will not adopt technology even if it can help make them more effective?

Video Conferencing: Protect Your Well Being

- ▲ Take a break
- ▲ Eat away from your desk
- ▲ Stay hydrated
- ▲ Limit the caffeine
- ▲ Snack on health food
- ▲ Power nap
- ▲ Switch off before bed

Nitty Gritty of Using Videoconferencing

- ▲ Your camera misses nothing
- ▲ Assume the camera is on when you connect
- ▲ Put the phone down (unless you're using it for the call)

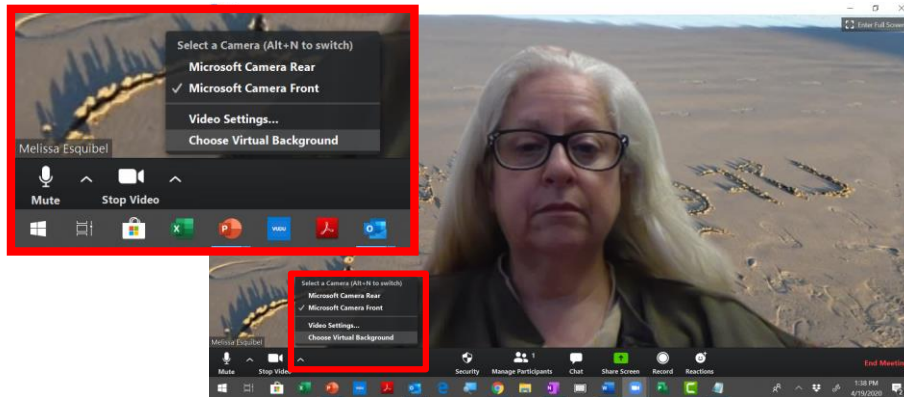
“Special Guests”

- ▲ Keep pets, children, and anything that is voice activated out of your working space.
- ▲ Or, not!

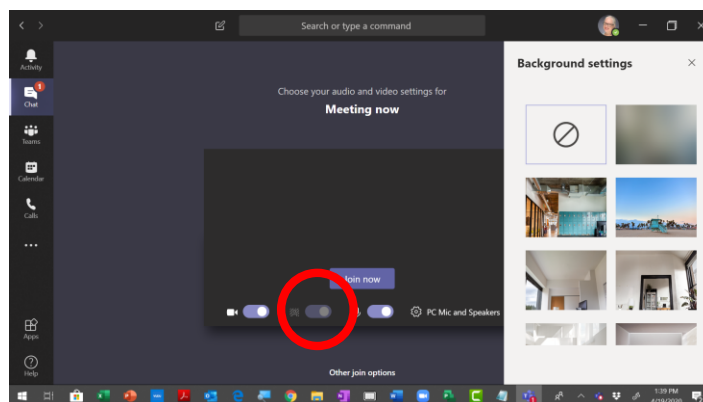
What are YOU looking at?

- ▲ Dress how you wish to be seen, head to toe.
- ▲ Blur or dub in the background TEST THIS!!!
- ▲ Don't become a floating head

Zoom Backgrounds - Picture



Setting Blur or Background in Teams



Testing Testing 123. Hey is this thing on?

- ▲ Keep your own mic on mute until it's your turn to speak.
- ▲ Encourage others to do the same
- ▲ Use the chat box to paste links to documents or sites

Why the face?

- ▲ Watch the eye-rolling!
- ▲ Don't fall asleep
- ▲ You are in a meeting, not on the phone

Fade to Black

- ▲ Turn off your video feed when you get up.
- ▲ Stay in the meeting, but disappear and go silent
- ▲ If the meeting is recorded, catch up later.

Meeting Organizer Tips

- ▲ Assign someone else to monitor the chat
- ▲ Announce that the meeting is being recorded
- ▲ Are faces mandatory?
- ▲ Do you need to referee?

Impromptu Meet-ups

- ▲ Respect that while you may be up for a chat, someone else may not!
- ▲ Text first or try something totally retro
- ▲ THE PHONE!

The Opportunity Right Now

- ▲ Can we operate like this long term?
- ▲ What have we learned about our emergency preparedness?
- ▲ What did we learn about our organizational culture?
- ▲ What will we do differently next time?
- ▲ DOCUMENT DOCUMENT DOCUMENT!



Next week!
5 Ways to Remind Others of
Action



Thank you!

Questions after the session: Post in
Sawbuck Seminars Q&A on [Facebook](#) or [LinkedIn](#)
Visit [SawbuckSeminars.com](#) and [MESMO.co.uk](#)
for more programs and resources

NEXT WEEK

[5 Ways to Remind Others of Action](#)