

## DEEP. POWERFUL. VALUABLE.

Virtual meetings are here to stay, both in and out of Forum. Being an impactful leader these days means being skilled in a virtual environment. Forums around the world are working together to create powerful virtual meetings. You can too!

## SET YOURSELF UP FOR SUCCESS

### TECHNOLOGY



**SOLID INTERNET** connection. Enough speed & bandwidth for clear video and audio. Close everything else—no mail, messaging, calendars. It's important that your audio and video are in-sync!



**LAPTOP** or desktop computer. Stable, hands free, full screen allows real engagement & participation. Most tablets and phones don't have the same capabilities and don't work as well. Utilizing audio through a phone connection is distracting for fellow Forum mates to watch.

### FOCUS



**TUNE IN & TURN OFF** all other electronic devices around you, as you would in-person. Close applications and notifications on your devices so that you can be present and fully-engage. Forum is connection, feeling, depth—whether it's in-person or virtual. If you believe it, then you can achieve it. Focus your energy on feeling connected to your Forum mates.

### LIGHTING & CAMERA



**VISUAL** Connection. Camera always on—at eye level. Clear, visible face and eyes with your shoulders and head the main focus of the screen. Front-lit space (no rear lighting/windows) so that we can easily see into your eyes. Be careful of hats and glasses that can inhibit our view of your eyes.

### SOUND



**HEADPHONES** support confidentiality. Connect from a private space, without background noise (as best as possible) so that you can share vulnerably.

### COHESION



**ALL FOR ONE AND ONE FOR ALL.** Ideally, we are all in-person or all virtual. Having a mix, or hybrid, meeting creates two different experiences ("us" and "them"). If a hybrid meeting is necessary, each person ideally should have their own screen to create a more equal (peer) experience.

## EMBRACE ZOOM

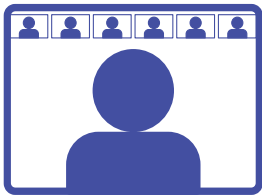
- Update Zoom regularly—watch their short videos to see the updated functionality, security and tips to use it effectively.
- Become familiar with the various Zoom functions. Teach each other and use the new tools—leadership today means being great virtually!
- Send calendar invites with a Standard Zoom link so meetings are always at the same "place."
- In person we are able to see body language, facial expressions and speaking cues differently than when we are meeting virtually. Yet, with practice and an open mind we can work to overcome Zoom fatigue and learn how to make our virtual meetings meaningful and impactful.

## CREATE CONNECTION AND REDUCE ZOOM FATIGUE<sup>1</sup>

We need connection now more than ever. Here are some ideas to help create deeper connections, reduce zoom fatigue and leverage the virtual environment.

### CHANGE VIEWS

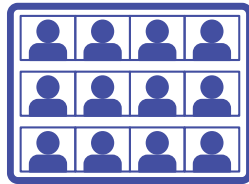
You can create a much deeper sense of connection with your Forum mates by changing your viewing mode effectively.



#### SPEAKER VIEW

Use it when you want to really focus in and listen deeply to one person at a time. You can look into their eyes and connect. Such as:

- 5% Reflections
- Deep Dive: presenter and individual experience-shares



#### GALLERY VIEW

Use it anytime there is an interactive, group discussion where the speaker changes often so you can see all members at once.



**PIN OR SPOTLIGHT VIDEO** Direct Zoom to "pin" your video on one person—ideal for open-coaching or on the presenter.

Or "spotlight" selected people to focus on just a few members of the group, ideal for a panel discussion or on both presenter and coach.

### TRY SOMETHING NEW

TIPS	TOOLS	MAKE IT FUN
<p>Establish a speaking order so that members don't talk over each other.</p> <p>Incorporate movement breaks or energizers into your meeting.</p> <p>Turn off virtual backgrounds to support transparency and be genuine.</p> <p>Encourage &amp; enable casual connection between members to feel connected—either during and/or outside of meeting.</p>	<p>Energizing icebreakers</p> <p>Interactive Polls</p> <p>Breakout Rooms</p> <p>Annotation Tool</p> <p>Whiteboard</p> <p>Chat: to Everyone (turn off 1:1)</p>	<p>'Show Us Your Space.'</p> <p>Scavenger Hunt —find funny hat, photo, favorite drink, etc. during break and share.</p> <p>Show photos of family, best vacation, etc. by sharing screen or virtual background.</p> <p>Share a bad Zoom habit and how I can stop.</p> <p>Pair or trio casual discussions during breaks or built-in to the agenda.</p>

<sup>1</sup> <https://www.bbc.com/worklife/article/20200421-why-zoom-video-chats-are-so-exhausting>

## STOP

- Thinking it doesn't work.
- It will work if you make it work.

## START

- Embracing the benefits of meeting virtually.
- Incorporating some tips and techniques to enhance the connection during your virtual meetings.

## CONTINUE

- Giving the same level of commitment, focus and engagement as in-person.

## SUPPORT FORUM CORNERSTONES—VIRTUALLY

EO Forum Cornerstones are always present in our Forum meetings—here's how they come alive virtually:

### VULNERABILITY

- We can still be authentic and vulnerable virtually.
- If we want deeper, more impactful meetings, then we need to bring our deepest reflections and sharing.

### PERSONAL RESPONSIBILITY

- Log into zoom early so that we can connect casually before the meeting begins.
- Remove distractions from your space and turn off technology and notifications.
- We all have to own our experience, be fully present, listen deeply and make this meeting be as impactful as we need it to be.



### CONFIDENTIALITY

- No one, nothing, never
- In order to uphold confidentiality, we each need to be in a quiet, secure location, with headphones.
- Just us

### FORUM MINDSET (GESTALT)

- Our Forum Mindset remains as-strong-as-ever virtually.
- I listen curiously, for my own value.
- No judgement. I 'try on' your perspective, beliefs, attitudes.
- We meet in the 'virtual space' beyond the ideas of wrong-doing and right-doing.
- I ask myself "What can I learn" from your sharing.