



## Your Virtual Meetings Are Killing Collaboration: How to Reach Everyone Who Attends

Lynne Franklin

Neuroscience Nerd, Persuasion Expert, Speaker



# Imagine ...

Not Listening	Hates Me?	Picking Nose	Not There	Who Is This?
Wall	I'm Dying Here	Ugh	You There?	No Pants On
Awkward	Blah Blah	Chewing Loudly	Multi-tasking	Checking email
	Here By Mistake	On Facebook		

# Poll #1: Who Joins You *Most Often* for Virtual Meetings?

*(Click All that Apply)*

1. The Person to Whom You Report
2. Your Colleagues
3. People Who Report to You
4. Clients
5. Others

# Increase Engagement and Collaboration



**WHAT TO DO  
BEFORE THE MEETING**



**HOW TO FOSTER PARTICIPATION  
DURING THE SESSION**



**WHAT TO DO  
NOW**


# What to Do *Before* the Meeting

1. Answer Two Questions
2. Create Your Agenda

# What's Your Goal for this Meeting?

*Get YOUR Brain Engaged*





# What Challenges Do We Face, and What Can I Do about Them Now?

Personalities

Information

Resources

Time

# Poll #2: Which Agenda Best Practices Do You Regularly Use?

1. Send a Week in Advance
2. Ask for Input on Topics to Cover
3. Include the *Ending* Time
4. Keep It to One Page

*(Type Other Good Agenda Ideas in the Chat)*



# What to Do *During* the Meeting to Foster Participation

1. Design It Based on How the Brain Works
2. Be Wise about Cameras
3. Build in Engagement

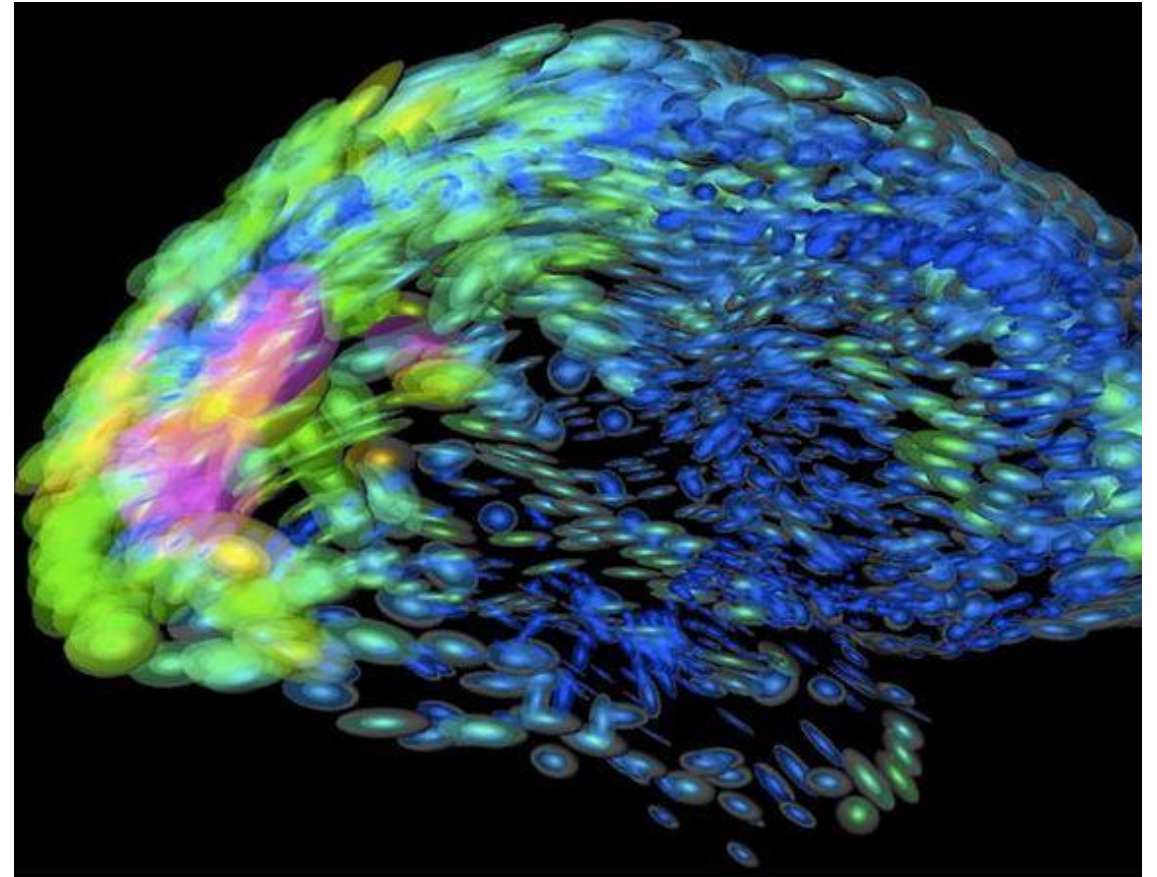
# Brain-Based Meeting Design

*Use The Rule of 3*



# Brain-Based Meeting Design

*Use The Rule of 20*



# Brain-Based Meeting Design

*Use The Rule of 7*



# Poll #3: What's Your Policy on Using Cameras?

1. *Require People to Turn on Cameras*
2. *Suggest in Advance that People Turn on Cameras*
3. *Ask People When the Meeting Starts to Turn on Cameras*
4. *Don't Care If People Turn on Cameras*
5. *Have No Policy on This*

# Be Wise about Cameras

- 1. Understand People's Fears*
- 2. Show What's In It for Them*



# Brain-Based Meeting Engagement

*Know Where to Look*



# Brain-Based Meeting Engagement

*Start with Informal Time:*

1. Open
2. Breakout Rooms
3. “Waterfall”





# Brain-Based Meeting Engagement

*“On-Deck” Introductions:*

- 1. Reduce Anxiety*
- 2. Help People Feel Prepared*



# What to Do Now

Get Your Bonus:

“Meeting Menace” Videos

[www.LynneFranklin.com/bonusvideos](http://www.LynneFranklin.com/bonusvideos)



**Discover How to Identify and Handle  
“The Devil in the Detailer”  
and Five Other Meeting Menaces!**

# Poll #4: What I Will Do Differently at My *Next* Virtual Meeting

1. Answer Two Questions to Create My Meeting
2. Use a New Agenda Best Practice
3. Use the Rule of 3
4. Use the Rule of 20
5. Use the Rule of 7
6. Have an Intentional Approach to Cameras
7. Use a New Engagement Tactic

# Imagine ...



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IN-PERSON | VIRTUAL

# Have Virtual Meetings that Create Collaboration!

[LynneFranklin.com](http://LynneFranklin.com)  
[Lynne@LynneFranklin.com](mailto:Lynne@LynneFranklin.com)  
847-729-5716  
[LinkedIn.com/in/LynneFranklin](https://www.linkedin.com/in/LynneFranklin)

**Blog:**  
[LynneFranklin.com/Blog](http://LynneFranklin.com/Blog)

**Persuasion Byte Videos:**  
[YouTube.com/LynneFranklin](https://www.youtube.com/LynneFranklin)

**TEDx Talk:**  
[tinyurl.com/LynneTEDx](https://tinyurl.com/LynneTEDx)

