



Rohrbeck Heger  
strategic foresight + innovation

A brief guide to online meetings & workshops

# Setting yourself up for an online meeting.

Why are online meetings different?



Lack of visual social cues  
(e.g. posture, eye contact,  
facial expressions)



Audio-video quality and  
time lag



Only one person can  
speak at a time

## UPGRADE YOUR VIDEO QUALITY

- ✓ Buy an external webcam for better image quality.
- ✓ Place the camera slightly above or at eye level.

## ENSURE GOOD LOCATION & LIGHTING

- ✓ Use a clean, well-lit space.
- ✓ Ensure light sources are in front of you.

## TRANSMIT AUDIO CLEARLY

- ✓ Wear a discreet headset with a microphone to maximize your audio quality and reduce noise.

## TRY SOMETHING A BIT DIFFERENT

- ✓ Host your meeting in virtual reality [\(LINK\)](#)



## Tips for effective online meetings.

An online meeting will never be the same as a physical meeting. So don't expect it to be the same.

However, with a bit of planning and facilitation, your online meeting can still achieve similar outcomes as a face-to-face meeting.

### ADHERE TO GOOD MEETING PRACTICES

- Prepare for your online meeting like you would for any other meeting.

- ✓ Prepare, share and adhere to an agenda
- ✓ Align on objectives
- ✓ Leave time at the end for Q&A and a review of the objectives

### PRACTICE PROPER CALL ETIQUETTE

- Even if you're wearing pyjamas, remember that you're still in a meeting.

- ✓ Mute yourself when you are not speaking
- ✓ Remember that you're on camera

### USE VISUALS AS AIDS

- It's easy to get distracted in front of the screen.
- Not everybody is a great listener.
- Knowledge retention is best when visual.

- ✓ Prepare and share information on-screen
- ✓ Document meeting input 'live' (i.e. use templates)

### CREATE A MEETING PROTOCOL

- Conversations are generally slower online.
- It's much easier to stay quiet online.

- ✓ Set ground rules for silence – Agree that if no-one vocally disagrees, that in fact means all are in agreement.
- ✓ Clearly indicate when you are done speaking – For example "I am done", "That's it" or the classic from the movies: "Over."
- ✓ Say "This is <Name>" to indicate that you want to speak – Whoever states their name first, gets to speak first. The moderator then knows who else wants to speak.
- ✓ Use the 'round robin' to ensure everyone speaks – Here, the moderator should call on each person in turn to speak.

# A guide to facilitating online workshops.

Your normal offline workshop will not work in an online setting. Because:

- > Concentration spans are shorter online
- > You cannot improvise as easily online
- > Facilitating smaller groups is more difficult online

## Our best advice...

- ✓ Have several shorter online sessions instead of one longer workshop
- ✓ Prepare much more thoroughly than you might for an offline workshop
- ✓ Moderate and explain clearly and repeatedly – ensuring participants can follow

## Prepare thoroughly

### SET AN ONLINE-FRIENDLY AGENDA

- ✓ If you're using a specific interactive tool, **start the session with a 10-15 minute familiarisation exercise** to let new users explore the tool. Energizers, getting to know each other, etc. work well
- ✓ Instead of simultaneous group 'break-out sessions', **host group sessions at different times**
- ✓ **Schedule some breaks**, for people to briefly step away from the computer

### CREATE TEMPLATES

- ✓ Use **templates** to ensure you get **structured input** from participants

### MORE THAN WORKSHOPS

- ✓ Use **pre- and post-workshop assignments and discussions** to break the workshop into parts

### DO A TRIAL RUN

- ✓ Check that the **tool, format, templates, timing and moderation** work as intended
- ✓ **Identify/foresee issues** users may have – and prepare to address them

## Facilitate effectively

### HAVE 2 MODERATORS

- ✓ Support each other in facilitating discussions and solving technical issues

### MAKE THE MOST OF AVAILABLE DIGITAL FUNCTIONALITY

- ✓ Create **digital whiteboards** – re-use whiteboards digitally as you would in an offline setting
- ✓ **Assign colours to individuals** – to easily identify input, e.g. post-its, from different participants
- ✓ Use **comments** – to provide secondary or supporting information
- ✓ Use **polls** – to get everybody's opinion on something you need an answer to
- ✓ Use **chat-boxes** – to allow everybody to quickly ask questions, and effectively prioritise which questions to answer first

### RECORD EVERYTHING

- ✓ If permitted, recordings also make it **even easier to document** discussions

## Digital workshops at Rohrbeck Heger.

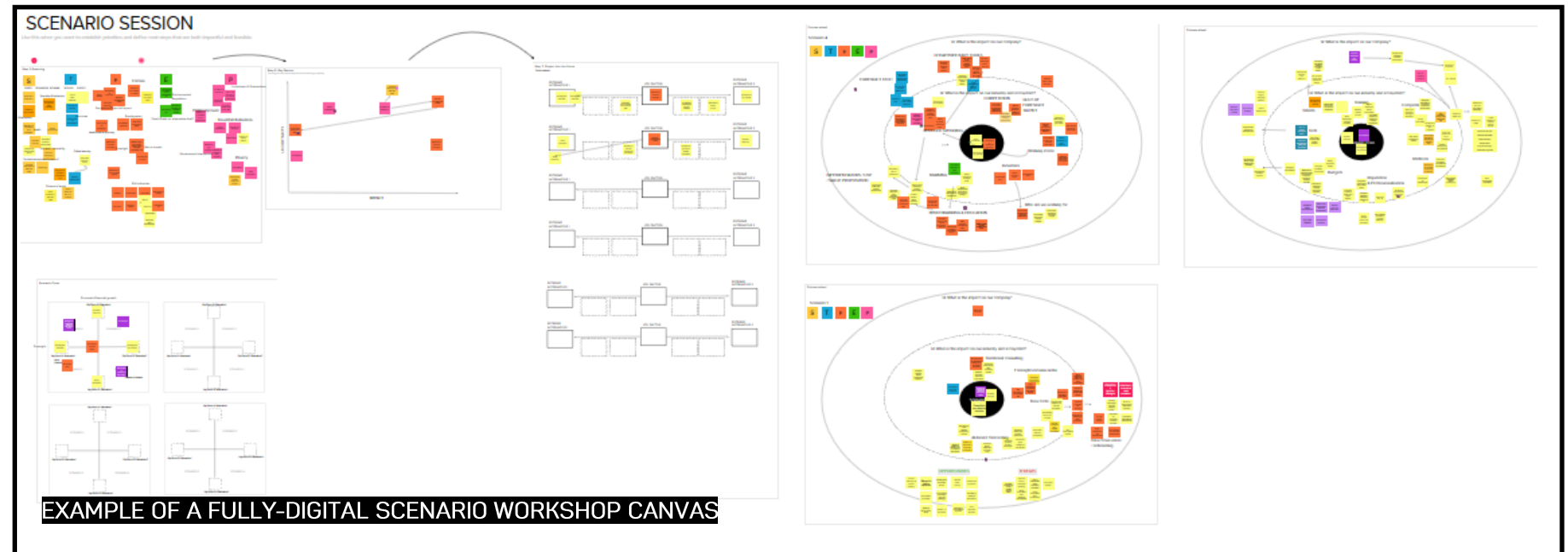
Use a digital tool that is fit-for-purpose

Digital workshop-oriented tools have enormous potential – and work much the same as in real-life.

There's additionally one huge upside to them: workshops are automatically documented!

Some example tools that we find useful:

miro / MURAL



# Let us help you get started with your digital workshops.

## About Rohrbeck Heger

We are a strategy and innovation advisory, building on over 15 years of professional experience in strategic foresight and futures studies.

With our clients, we build up organizational future preparedness by implementing strategic foresight tools and methods – enabling our clients to effectively act on emerging trends and technologies.



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