Inspiring *Virtual* Meeting Excellence

Reflect on the key content areas and rate yourself based on how you utilize the skills in-person versus virtually. Place an '**I**' in the row for your in-person rating and a '**V**' in the row for your virtual rating. *Each row will have both ratings.*

	1 Excellent	2 Strong	3 Good	4 Okay	5 Poor
Prior to the Meeting:					
I create or request having a clear agenda for the meeting with specific items, times and assigned responsibility					
*My team and I have created or requested working agreements. (**How** we are going to work together, i.e. no multi-tasking, listen, respect)*					
I have identified or requested desired outcomes for the meeting. (Is it a decision, brainstorming, info update etc.)					
I ensure or request time to check-in at the start and agree on actions at the end of the meeting					
During the Meeting:					
I arrive on time					
I balance listening with asking questions and sharing my POV					
I take responsibility to ensure that everyone has an opportunity to be heard/contribute					
I speak up when					
My team uses technology to its best advantage. (use video, polls, engaging content)					
I maintain my engagement / energy throughout the meeting					
After the Meeting:					
I provide or request follow-up action items from the meeting					
I complete my assigned action items in a timely manner					

Inspiring *Virtual* Team Excellence

Reflect on the key content areas and rate yourself based on how you utilize the skills in-person versus virtually. Place an '**I**' in the row for your in-person rating and a '**V**' in the row for your virtual rating. *Each row will have both ratings.*

	1 Excellent	2 Strong	3 Good	4 Okay	5 Poor
I focus on building the relationship					
I am present and listen during the conversation					
I provide the necessary feedback in the moment					
I am attuned to emotions and reactions					
I create a safe environment for the conversation					
I set clear objectives for the conversation					

What stands out for you about the difference between you in-person and virtual skills?

What are 1-2 areas that you would like to improve your virtual presence?

What are the three action steps you are going to take to improve?