

h&Z The consultancy with
Head, Heart & Hand

Preparing and running a virtual workshop

A member of

The Transformation Alliance 

Start with the objectives to deliver great results

A virtual workshop in 9 steps



Hints for virtual interaction & co-creation (1/2)

Efficient virtual collaboration

	Habit	Do	Don't
1	<p><i>“Preparation is everything.”</i> A virtual meeting is different from face-to-face, therefore solid preparation is even more important for a successful meeting.</p>	<ul style="list-style-type: none">➤ Prepare an agenda and target of the meeting (see slide 14 for details)	<ul style="list-style-type: none">➤ Sent out meetings without an agenda and target
2	<p><i>“Keep it short.”</i> Virtual meetings often need more concentration to listen to each person speaking online, so concentration often drops much easier.</p>	<ul style="list-style-type: none">➤ Keep your meetings short➤ Take breaks	<ul style="list-style-type: none">➤ Long virtual meetings with no breaks and interaction
3	<p><i>“Documentation is key.”</i> To keep all participants informed and on the same page, documentation of the key aspects, decisions and next steps is crucial.</p>	<ul style="list-style-type: none">➤ Take meeting minutes and share them	<ul style="list-style-type: none">➤ Only have oral meetings with no written minutes
4	<p><i>“Pick the right participants.”</i> Invite the right people, who you need to reach your workshop/meeting target and avoid having participants with no role and only silently listening.</p>	<ul style="list-style-type: none">➤ Identify the persons you need to reach your target and for the decision making (information and authority)	<ul style="list-style-type: none">➤ Invite all people who could be interested

Hints for virtual interaction & co-creation (2/2)

Efficient virtual collaboration

	Habit	Do	Don't
5	<p>„Interact and include all participants.“</p> <p>Within virtual meetings, it is easier for participants to stay silent and don't contribute to the meeting.</p>	<ul style="list-style-type: none">➤ Ask for the contribution of every participant e.g. in case of a decision➤ Use interactive tools (e.g. see slides 15 ff.)	<ul style="list-style-type: none">➤ „One-(Wo)Man-Show“➤ Frontal presentation with no interaction
6	<p>“Don't do everything yourself.”</p> <p>Don't be moderator, technical assistant, time keeper and note taker all in one – ask for help and give some tasks to other participants.</p>	<ul style="list-style-type: none">➤ Clarify upfront, who could help you with the different activities and roles within a virtual meeting/workshop	<ul style="list-style-type: none">➤ Manage everything by yourself
7	<p>„Common courtesy applies.“</p> <p>Like in a face-to-face meeting, people want to be respected and have the opportunity to speak out loud.</p>	<ul style="list-style-type: none">➤ As moderator/presenter: pause for questions➤ Let the people finish their sentences	<ul style="list-style-type: none">➤ As moderator/presenter: talk without rhyme or reason➤ Interrupt people while speaking
8	<p>„Personal touch.“</p> <p>To make the meeting more personal and more binding, use your cameras (as long as connection allows) and call your colleagues by their names as often as possible.</p>	<ul style="list-style-type: none">➤ Share your picture➤ Address you colleagues by their names	<ul style="list-style-type: none">➤ “Hiding” behind an avatar➤ Giving the impression not knowing who you talk to

Making a good impression in video calls

Partners joining a zoom VC for the first time be like
@crazymgmtconsultants



Camera

- Most Laptop cameras are disadvantageous under normal lighting conditions: Make sure that the face is sufficiently illuminated
- Raise camera position to eye level
- Look as much as possible into the camera – not at the screen

Sound

- Use a headset Avoid using the laptop speaker and microphone to reduce background noise and feedback
- Avoid side conversations and simultaneous speaking
- Put yourself on mute when not speaking

Tools & apps supporting your virtual workshop

Efficient virtual collaboration

OFFICE365 TEAMS



Hold team meetings or large live events with up to 10k participants online in good quality.

BLUE JEANS



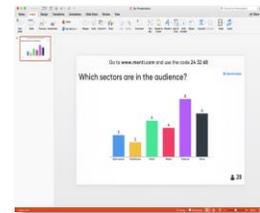
BlueJeans gives the ability to do video meetings easily directly in team conversations.

ZOOM



Start, schedule & join meetings from Teams. Meet happy with flawless video, clear audio, and easy content sharing!

MENTIMETER



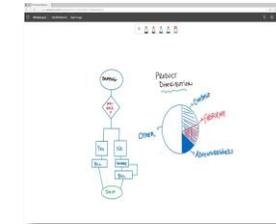
Interact with your audience using real-time voting. No installations or downloads required - and it's free!

KLAXOON



Sync your team in a minute, brainstorm, quiz, survey, poll, interact, from any device.

WHITEBOARD



Whiteboard enables teams to collaborate in real time, no matter where you are.

SURFACE HUB



Surface Hub helps you to bring your team together even when they work remotely.

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