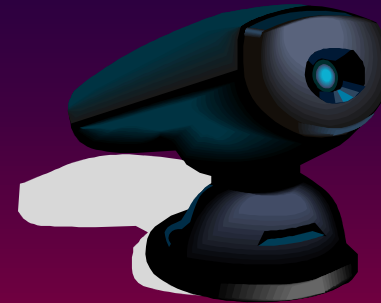


Facilitating a Videoconference

Jan D'Arcy

1. Start on time.
2. State conference purpose.
3. Explain interaction rules.
4. Introduce participants.
5. Review the agenda.
6. Encourage participation.
7. Stimulate evaluation.
8. Maintain the focus.
9. Resolve any conflicts.
10. Summarize the progress.
11. Define action steps/time frame.
12. Schedule next conference.
13. End on time.



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