

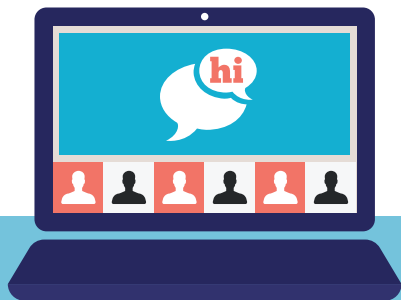
# KICKING OFF A VIRTUAL MEETING

When employees tune into a meeting remotely, it's important to communicate expectations at the outset.



Here are six steps to kicking off a successful virtual meeting:

1



Welcome and introduce everyone

2



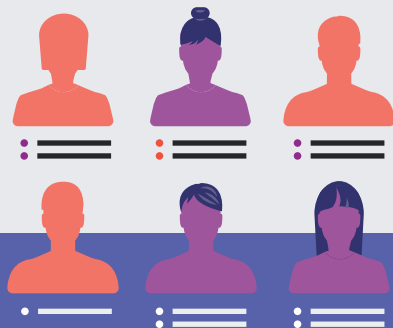
Share the goal(s) of the meeting

3



Share the agenda

4



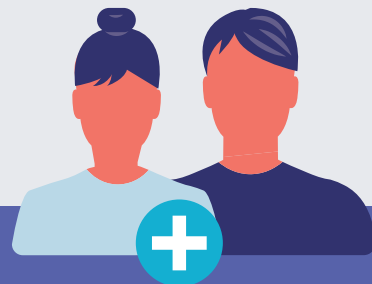
Set expectations for participation

5



Check for understanding

6



Invite people to check in