Top tips for virtual meetings and events

Slide deck 1 – Benefits & functionality

Almost all forms of meeting and interaction can be moved to a virtual format with no loss of effectiveness, if trust and good relationships are established and sustained.

Joe Nandhakumar and Richard Baskerville

Trusting Online: Nurturing Trust in Virtual Teams

Why connect virtually?

Involve any size of group from two people to ten thousand people

Highly interactive:

- Everyone can see each other
- Share screens, papers, content slides, project management boards and videos
- Share chat
- Take polls
- Collaborate on virtual whiteboards
- Work in small groups in virtual breakout rooms

HORIZONS

"*I much prefer these* [virtual] *sessions than going to a meeting. It's so easy to just click in....*
Going to a meeting in a healthcare building can be intimidating. This way there are no walls or barriers. I feel I can contribute like everyone else and I can see everyone. I get involved a lot."
Carol Munt, Patient Leader

It can be a powerful way for patients and families to engage

89% of all adults are now online and 75% of them have at least one social media account
Source: *Adults Media Use and Attitudes Report, 2018*

HORIZONS

The Benefits of Virtual Collaboration

Build relationships, connections & trust.

We can work with other teams across the country.

Connect 24/7.

Collaborating virtually means that I can connect and share day or night, irrespective of my shift pattern.

connect·learn·share

Better than the phone and other traditional communication methods.

Expand your horizons

- Build a spectrum of allies.
- Learn different perspectives
- Build psychological safety - the courage to try new things.
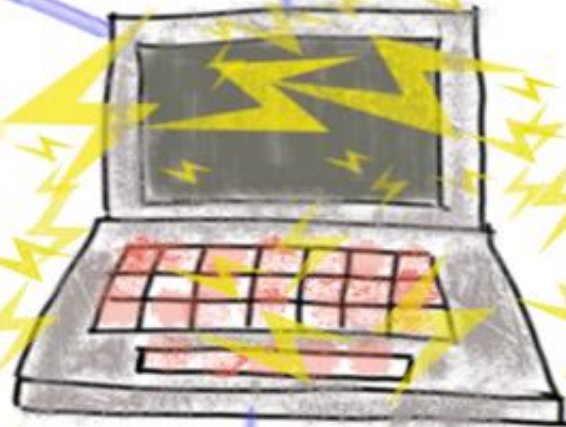
Reduces travel time and costs - and abstraction.
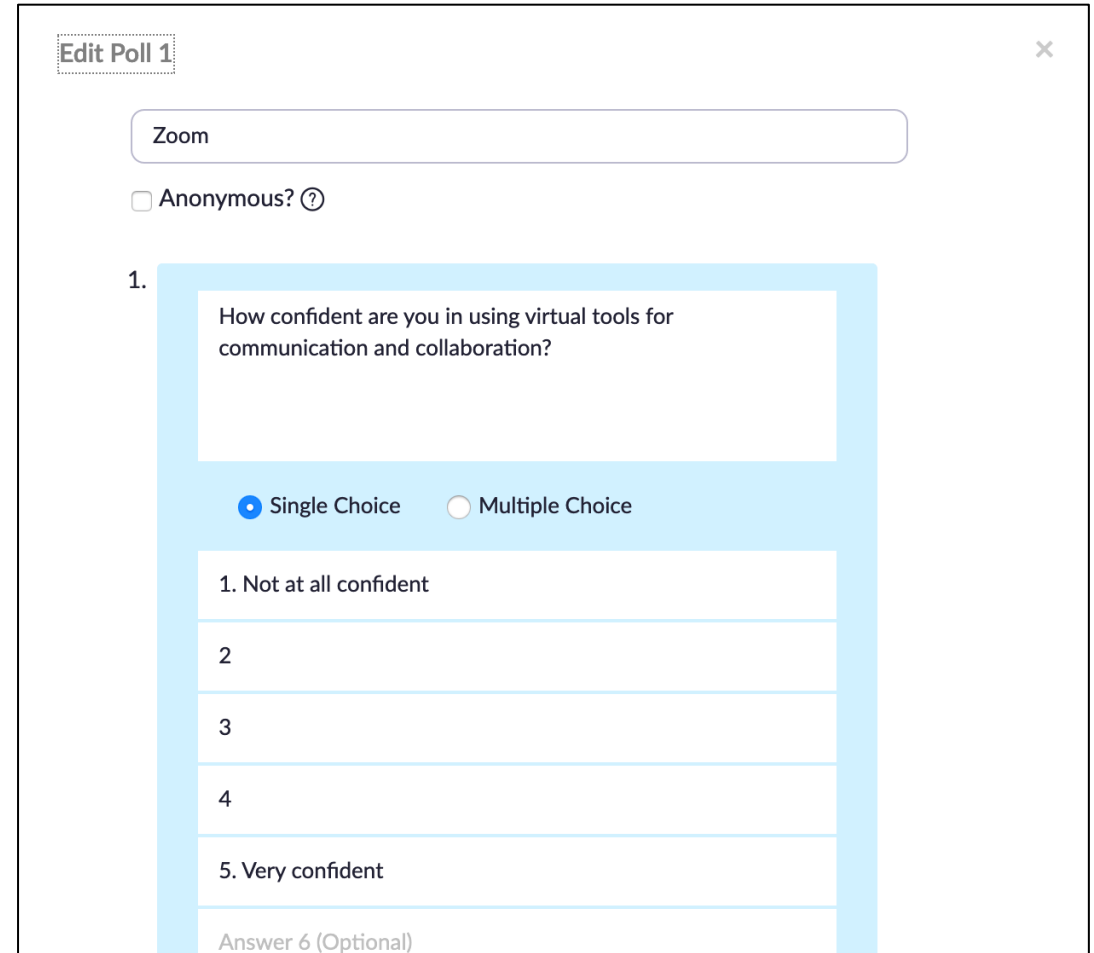
£££

Communicate + achieve results = FASTER

HORIZONS

There are numerous platforms for virtual meetings

NHSEI are currently using Webex, Zoom & MS Teams

Polls

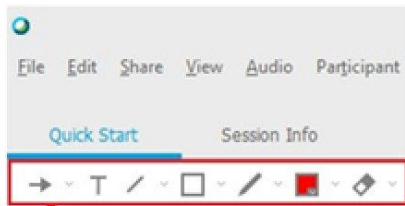- The polling functionality can increase engagement and energy in your session.

Annotation tools

Breakout Rooms

Breakout room functionality enables smaller group conversations...
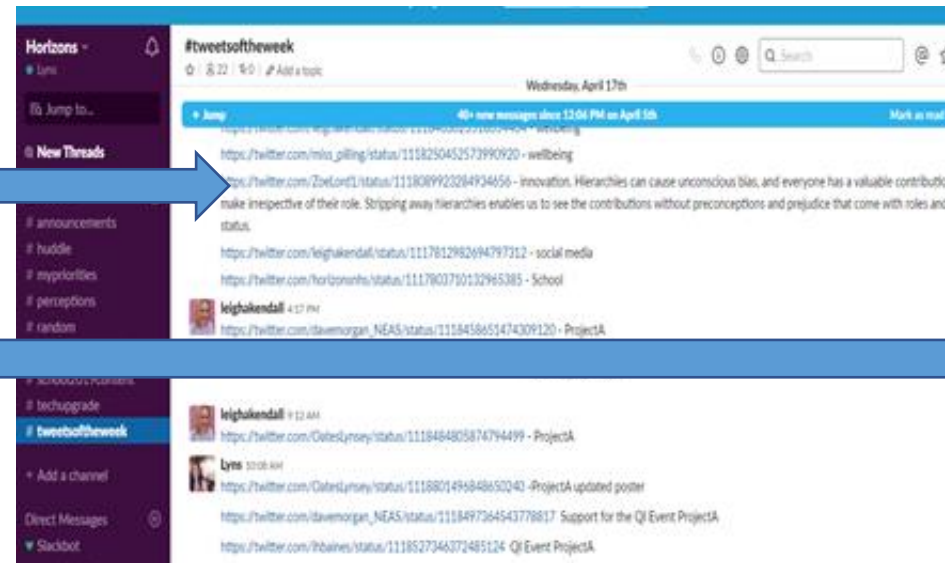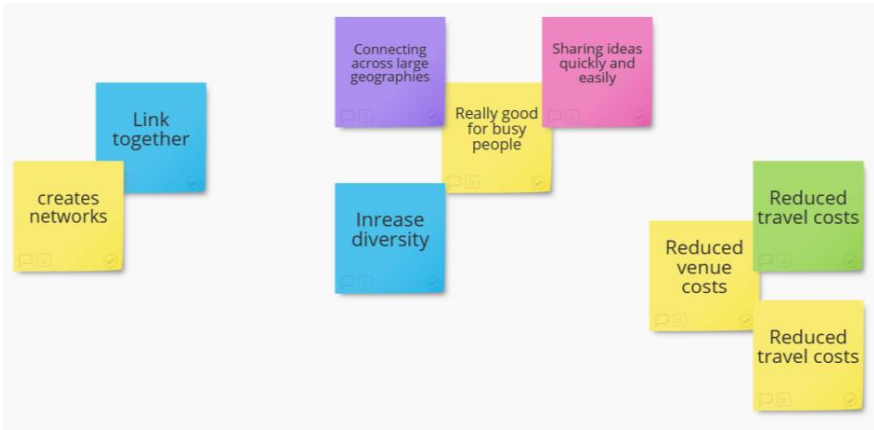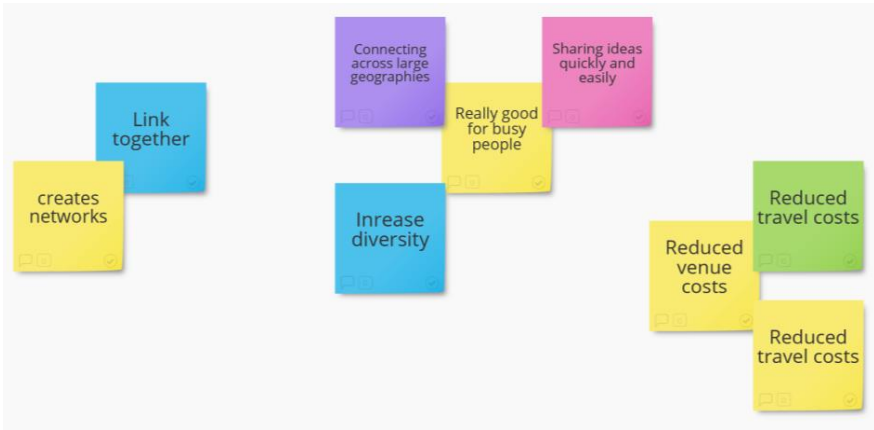
HORIZONS

The Horizons team use multiple virtual collaboration tools. Some examples:

- Trello: agile project management board
- Stormboard: a virtual interactive notice board
- Slack: comms tool
- Basecamp for project management

HORIZONS

Using post it notes online

Virtual Brainstorming using Stormboard

Project A - Wellbeing ☆ | Personal | 🔒 Private | 4 | Invite

To Do

To Do
• Pledge - Develop wellbeing pledge – scan for models already out there that could be used as a base (**)

To Do
• PTSD - Contact and connect with Jenifer Wilde re potential for PTSD Ambulance Research (**)

To Do
• Newsletter - Build outcomes of improvement collaborative into newsletter to be issued week commencing 01/04 (**)

To Do
• Outcomes/Branding - Include outcomes of #ProjectA Wellbeing work on wider communication re phase 2 and use of #ProjectA branding

+ Add another card

Doing

Doing
• AACE Update - Pull progress report together for AACE council 07/04

Doing
• Workshop Report - Issue Wellbeing Accelerated Design Event Report to participants (**)

Doing
• Connecting - Link into AACE HROD group and wider re issues of wellbeing (note Carter – clinical supervision) (**)

Doing
• Blog - Blog re the outcome of the improvement collaborative event. (**)

+ Add another card

Done

Done
• Workshop – Deliver improvement collaborative workshop (5th March)

Done
• CEO update - Discuss outcomes of Improvement collaborative workshop with sponsoring CEOs and AACE

Done
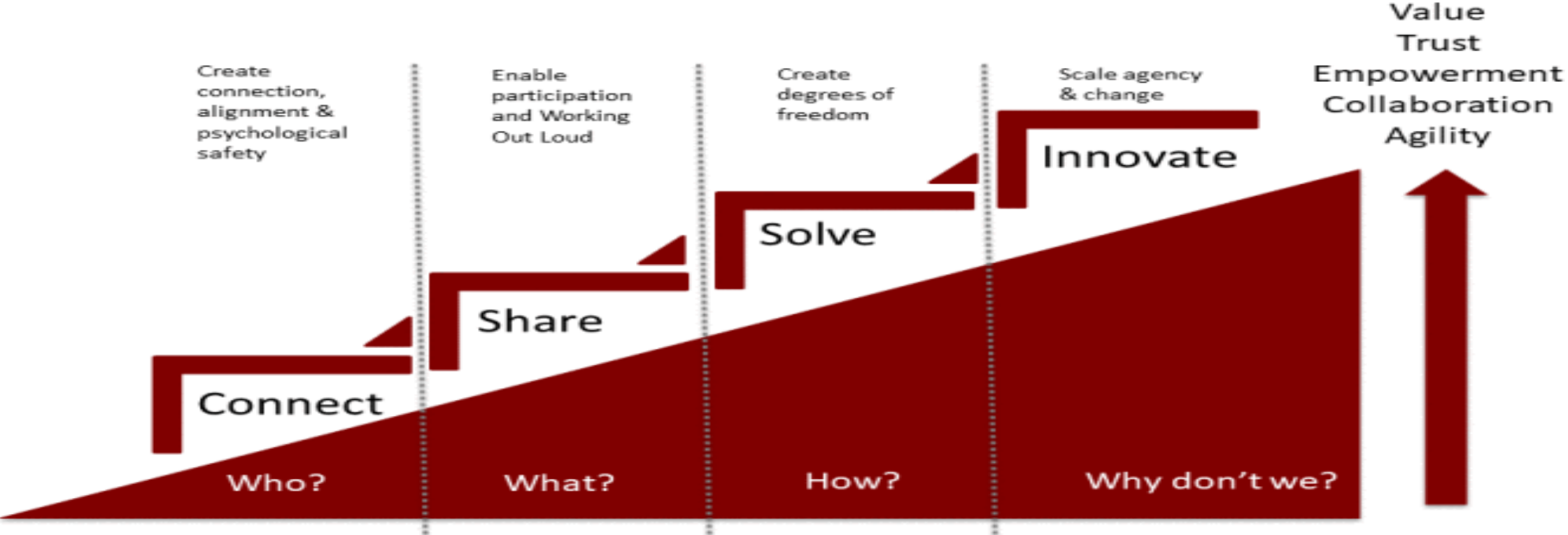• Action Plan - Pull actions from workshop into the overall 'phase 2' of #ProjectA

+ Add another card

Additional Ideas

+ Add a card

Live use of Trello as a tool for project management and planning

HORIZONS

There are stages of maturity in a virtual community – start with the basics and advance with the technology at the speed of your audience.

Value
Trust
Empowerment
Collaboration
Agility

Create connection, alignment & psychological safety

Enable participation and Working Out Loud

Create degrees of freedom

Scale agency & change

Innovate

Solve

Share

Connect

Who?   What?   How?   Why don't we?

CHANGE AGENTS WORLDWIDE™

© Simon Terry 2019

simonterry.com

HORIZONS

This pack has been brought to you by the NHS [Horizons team](#).

For more information contact:
england.si-horizons@nhs.net

HORIZONS