

60-Second Meeting Kickoff: Web Meetings that Wow[®]

Use these four steps to kick off your web meetings and ensure your attendees are all on the same page.



1. Goal

Highlight your attendees' goal for your topic. Be sure you state THEIR goal, not your goal for the meeting.



2. Current Situation

Review your attendees' current situation as it relates to your topic. State their challenges, hurdles or current state.



3. Agenda

Briefly list the topics you will cover during the meeting. Don't provide detail here. Only state the topics.



4. Guidelines

Eliminate the guesswork and state how you'll manage conversations, use chat and take questions.