

Tips and Techniques

Chapter 6 of "The Web Conferencing Imperative for Collaboration, Productivity, and Training" contains 65 Tips and Techniques organized in seven categories.

- Organizational Development
- Getting Started
- Planning and Preparing Your Web Conferences
- Building Relationships
- Engaging and Involving Participants
- Developing Your Web Conferencing Skills
- Extra Tips

Tip #1. Develop a Web Conferencing Mindset

One of the ways to optimize Web Conferencing is for people to develop a Web Conferencing Mindset. Here are several questions you and your staff should be asking:

- Do I really have to travel to this meeting?
- How can we get that person's expertise into our team? (The person works in another building or hundreds/thousands of miles away.)
- What can we do to improve collaboration, communication, coordination, consensus-building, and decision-making among team members who don't work under the same roof?
- What opportunities are we missing because of the distance factor?
- What telephone and conference calls would benefit by adding the "visual" component?