

6 TIPS FOR PERFECT VIRTUAL STAFF MEETINGS



When teams are dispersed, it becomes more important to meet in order to build and maintain connection. To make the most of your virtual staff meetings with your apartment team, here are six tips.

1 Use routines to provide a sense of stability



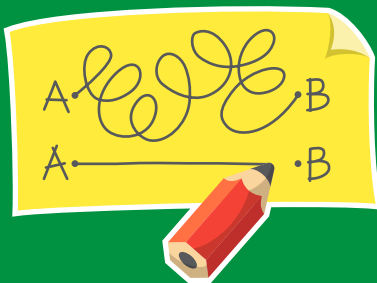
Use regularly scheduled virtual staff meetings to give your far-flung team members a reliable time to connect. Many geographically dispersed teams such as regions get together virtually on a regular schedule to tackle team business and nurture a sense of connection and camaraderie.

2 Turn cameras on



Communication is more effective when non-verbal cues are involved. Turning webcams on is the closest you can get to face-to-face communication, and it's worth requiring for your meetings. Here's why. Attendees are more attentive and less likely to multitask when they're on camera. Facial expressions and body language humanize your virtual meetings, help build and strengthen relationships, and enhance trust.

3 Short and sweet



Strive to keep your virtual staff meeting as short as possible. Have a structured agenda and stick to it, while allowing for all to offer input, of course. If more time is needed to sort through a complicated agenda item, schedule a separate meeting for that purpose rather than allowing it to hijack your regular meeting. Short and sweet is the best recipe to keep teams focused and productive.

4 Share the floor



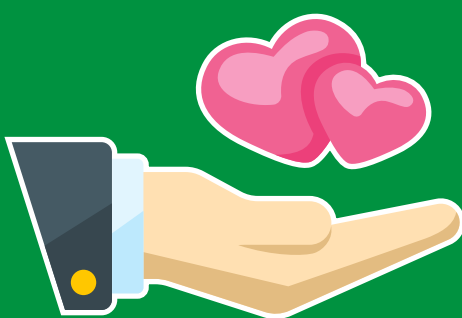
Your virtual staff meetings will be most efficient when one person takes the lead, but that doesn't always have to be you. Consider rotating the meeting leader role among your team members. Giving every associate a chance to lead the occasional meeting can boost engagement and keep things interesting. Plus, it allows your leaders-in-training to try on the role.

5 Be even-handed



Regardless of who leads the meeting, welcome input from all participants while not allowing more outspoken team members to dominate or drone on. If you have team members who are reluctant to speak up, try to coax their contributions by asking for their opinion or for updates on their work. Be sensitive not to embarrass anyone; your goal is to make them feel included but not interrogated.

6 Add appreciation to the agenda



Staff meetings aren't just for knocking out to-do lists. Celebrate effort and accomplishments, too. Add appreciation to the agenda for every meeting. Encourage peer-to-peer recognition by asking meeting participants to recognize their co-workers for work well done. Over time, team members may find themselves on the lookout for something and someone to praise at the next meeting, which is great for morale.

ABOUT SWIFT BUNNY

Swift Bunny is a data-driven employee feedback company. Our flagship solution is Ingage by Swift Bunny™, the apartment industry's first employee lifecycle feedback system. Ingage by Swift Bunny™ is an event-triggered, year-round feedback system that is more than a survey tool. The solution pairs meaningful data with personalized insights and planning, empowering multifamily leaders to take specific action to solve their greatest workplace challenges. Focusing on the issues that matter most to team members can improve employee satisfaction, increase resident satisfaction and retention, enhance brand reputation, and boost the bottom line.



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