












## EMPLOYEE SERIES

### Tips on how to conduct yourself during a video conference

During these uncertain times, we are needing to make changes to the way in which we work. This includes using video conferences as opposed to face to face meetings. Below are some tips to make sure you are maintaining professionalism during these interactions

-  It is important to make sure that you have a secure internet connection and have selected a reliable program to run the video conference from
-  Ensure you are maintaining appropriate eye contact as you would in a face to face meeting. This means looking into the camera
-  Remember to dress professionally for the meeting to maintain a high standard in your presentation within the work setting
-  It is important to think about your surroundings. Make sure the background that is within the camera's view is plain to avoid distractions
-  Be mindful that a video conference could be recorded
-  The use of headphones helps to allow the meeting to feel more private and you are able to hear what the other person is saying more clearly
-  Allow the other person more time to respond as the connection might be a bit slow compared to real time
-  You may need to practice patience if there are many attendees at the conference to avoid speaking over other people.
-  Free yourself from distractions. Ensure other programs that have alerts on your computer are closed such as emails