

# Making the Most of Video Conferences

With remote work and virtual meetings becoming the norm, it's important to maintain professionalism and engagement during video conferences. Here are some key tips to help you communicate effectively in an online setting.



**Check Your Tech:** Ensure you have a stable internet connection to avoid disruptions. Test your microphone, camera, and speakers before the meeting starts, and choose a reliable video conferencing platform that works well for everyone involved.

**Maintain Eye Contact:** Just as in face-to-face meetings, eye contact builds connection and engagement. Instead of looking at the screen, focus on the camera when speaking to create a more natural and engaging presence.

**Dress Professionally:** Even though you're working remotely, dressing appropriately shows respect for your colleagues and the meeting's purpose. Choose attire that aligns with your workplace's dress code.

**Consider Your Background:** Your surroundings affect how others perceive you. Choose a neutral, uncluttered background to minimize distractions. If possible, use a virtual background or blur your background for a more polished look.

**Be Aware of Recordings:** Many video conferences are recorded for reference or training purposes. Always communicate professionally, as your words and actions may be reviewed later.

**Use Headphones:** Wearing headphones reduces background noise, improves sound quality, and helps keep conversations private, ensuring a smoother meeting experience.

**Pause for Responses:** Internet delays can cause slight lags, making conversations feel disjointed. Allow extra time for others to reply before speaking again to keep the discussion flowing smoothly.

**Practice Patience:** In larger meetings, it's easy to accidentally talk over someone. Wait for pauses, use hand-raising or chat features where available, and respect the speaker's turn to ensure a more structured conversation.

**Minimise Distractions:** Close unnecessary applications and mute notifications to stay focused. If you're working in a shared space, let others know you're in a meeting to minimise interruptions.

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