

Virtual Conference on Legal Strategies
For Business Success

Communication For Virtual Meetings

DECEMBER 10, 2020

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Four Parts to a Great Virtual Meeting



VIDEOCONFERENCE SET UP

PART ONE



VIDEOCONFERENCE DEMEANOR

PART TWO



STRUCTURED CURIOSITY

PART THREE



POINTED POWERPOINTS™

PART FOUR

PART ONE: **The Set Up** **Of** **Your Videoconference**



Your Best Technology Setup



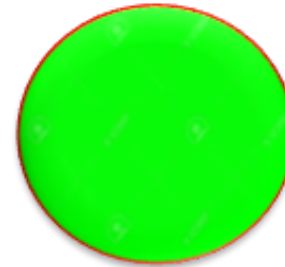
**QUALITY
MIC**



**WIRED
EARBUDS**



**CAMERA
LIGHTING**



**GREEN SCREEN
(FOR VIRTUAL
BACKGROUNDS)**



**LAPTOP
RISER**



**GOOSENECK
CAMERA**



**OFF
VPN**

Allyship in the Legal In...



Allyship – What is it?

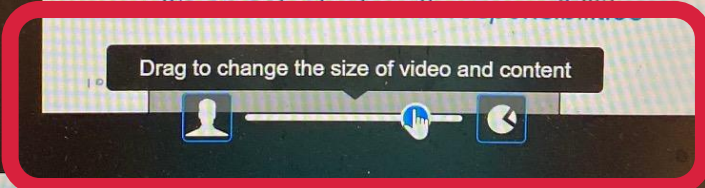
Allyship is the act of using your voice and your actions to identify and address the biases and barriers that people from across cultural communities experience. Allyship often focuses on advocating for people and communities that continue to experience marginalization and underrepresentation due to their cultural identities.



A few additional points:

- The background of this term/concept
- Anyone can be an ally

Drag to change the size of video and content



Using Technology For the Most Credible View

Lighting/Background



POOR VIEWS



BETTER VIEWS

Using Technology For the Most Credible View

Camera Angle



POOR VIEWS



STRAIGHT-ON VIEWS

Using Technology for the Most Credible View

Video Attire



TOO BUSY



BETTER



Questions?

PART TWO:
Videoconference
Demeanor





**Louder
Volume**

**Downward
Inflection**

Silence

**Singular
Voice**

**Conversational
Pace**

**Powerful
Voice**

**Lower
End of
Your Pitch**



**Animated
Eye
Contact**

**“Listening
Face”**

**Natural
Gestures
Toward
Body**

**Hands Away
from
Hair /Face**

Powerful Nonverbals

**Forward
Lean**

Smiling

PART THREE:
Structured
Curiosity





How

SMALL

is small talk?

Step Two: *Start* the Conversation Asking About the *End*



To your meeting attendees:

“Where do you want to be by the *end* of this videoconference?”

“Floor Maintenance” Comments



**THE
“CURIOSITY
BRIDGE”**




**THE
SUBSTANCE**

Handling Interruptions

ARE YOU THE INTERRUPTOR?

1. Keep your number.
 2. Write interruptions down.
 3. Occasionally tell the "interrupted" person to "keep going."
 4. Make a "keep going" agreement.
- 
- Tips**

ARE YOU THE INTERRUPTED?

1. Use the "curiosity bridge" to keep the floor.
 2. If you are interrupted, finish your thought with words.
 3. Don't finish your thought.
 4. If you are interrupted, tell the interruptor to "go ahead" and told to "not immediately throw the floor back."
 5. Occasionally tell the "interruptor" to "keep going" by name.
 6. Occasionally tell the "interruptor" to (kindly) hang tight.
- 
- Tips**

Structure the “Impromptu” Remark

1. One-Sentence Attention



2. **What** (is the issue)?



3. **Why** (is it significant)?



4. **Where** (does that leave X)?



5. One-Sentence Send-Off

Contrast



Story



Topical



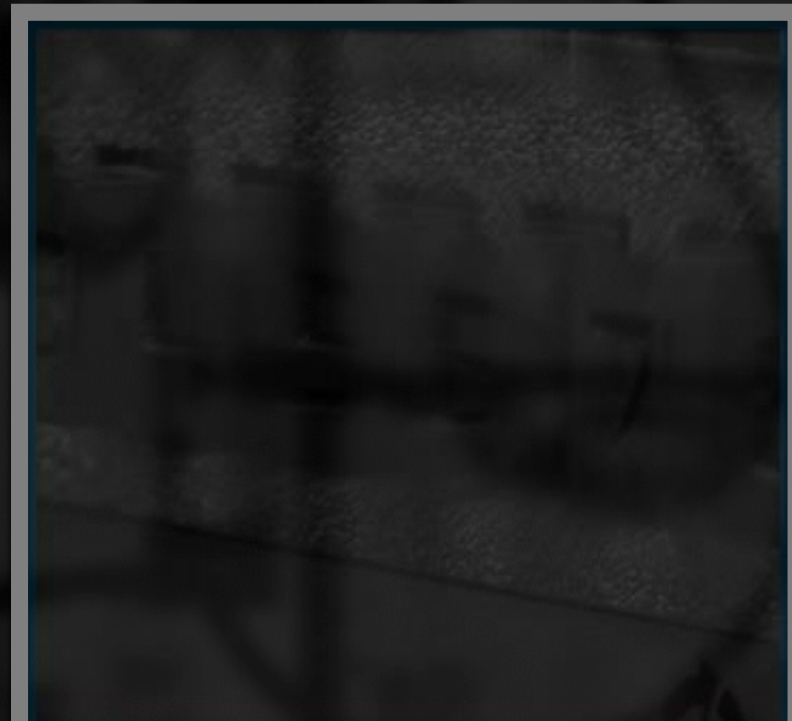
Contrast



Story



Topical



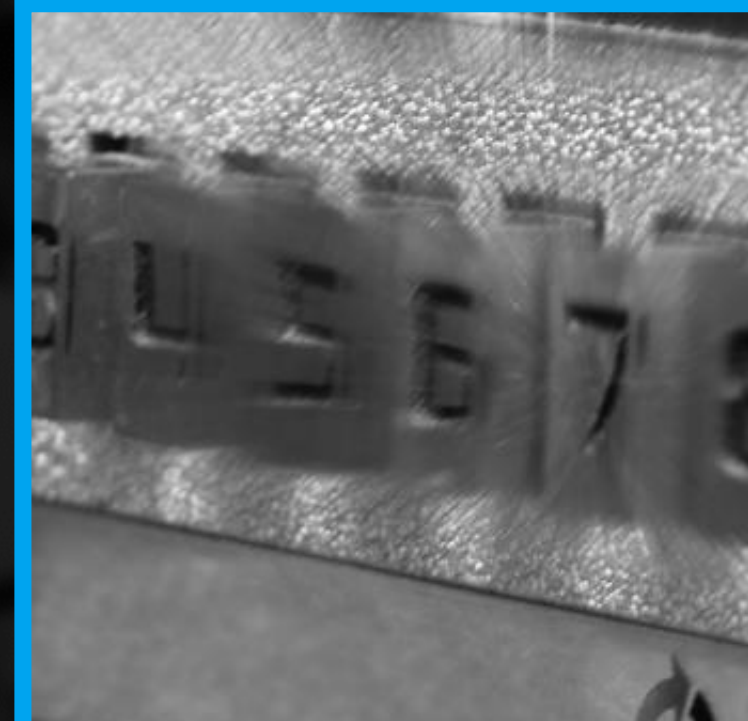
Contrast



Story



Topical



PART FOUR: **Pointed PowerPoints™** **In the Virtual Meeting**



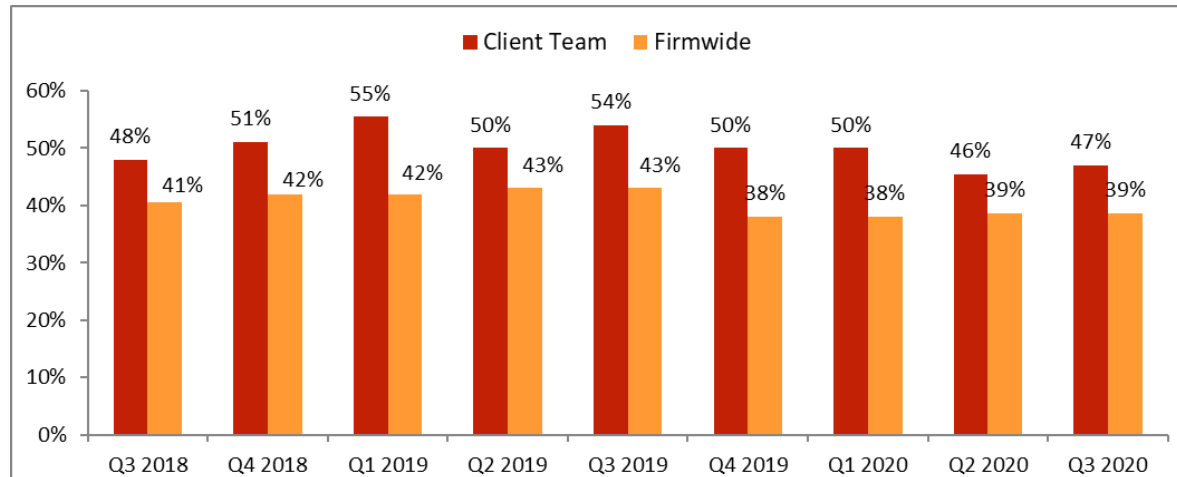
Done Badly

There are two personality drains that affect delivery in public speaking.

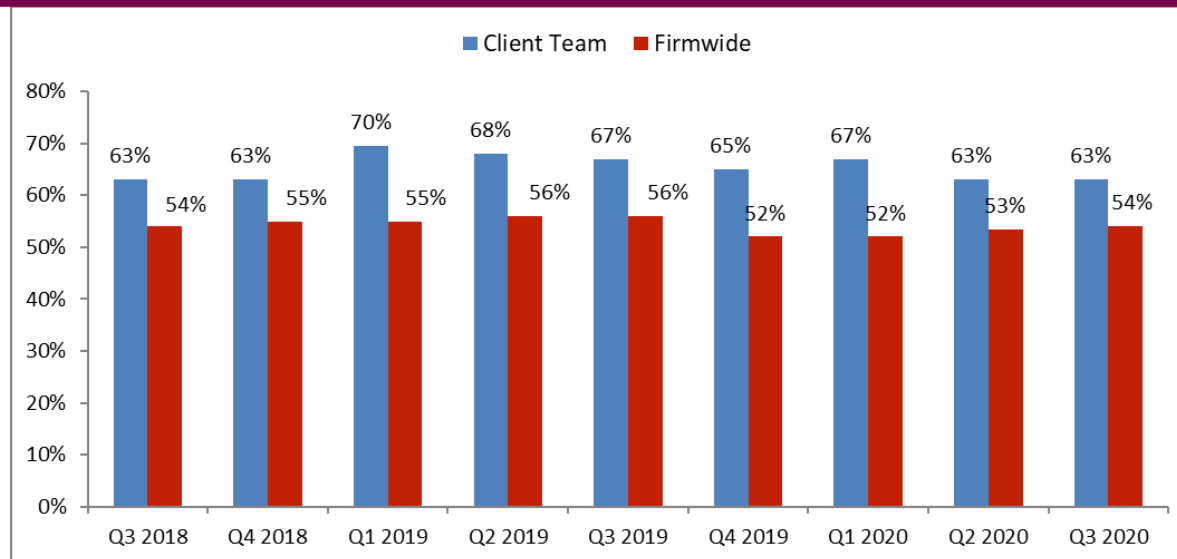
- Speaking from too many notes in front of you takes away your focus on the viewer and makes you over reliant on your notes.
- Writing too much on a PowerPoint slide has been proven to decrease a viewer's learning about your point and also makes the viewer read your presentation ahead of you presenting it just like you're doing right now.

Client Quarterly Business Review

Diverse



Women



Notes:

Diversity % based on headcount

Client Quarterly Business Review: Diverse Client Team



Black looks great on you.

And the CLE Code Word Is . . .

Specialty



Questions?

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