



Cliff Quicksell Associates

www.QuicksellSpeaks.com

Cliff Quicksell, CSP, MAS+, MASI

301.717.0615

cliff@QuicksellSpeaks.com

Best Practices on doing ZOOM Calls

Cliff Quicksell, CSP, MAS+, MASP

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When conducting Zoom calls, whether for business, educational purposes, or casual meetings, following best practices can significantly enhance the experience for all participants. Here are some tips to consider:

1. Technical Setup:

- **Internet Connection:** Ensure a stable and fast internet connection to minimize disruptions during the call.
- **Audio and Video Quality:** Use a good quality microphone and webcam. Test your audio and video before the call to ensure everything is working properly.
- **Background and Lighting:** Choose a neutral background or use a virtual background if necessary. Make sure your face is well-lit, preferably with natural light facing you.

2. Preparation:

- **Agenda:** Prepare and share an agenda beforehand to keep the meeting structured and efficient. This helps participants know what to expect and prepare accordingly.
- **Software Familiarity:** Familiarize yourself with Zoom's features such as screen sharing, muting participants, and recording. This can help you manage the meeting more effectively.

3. During the Call:

- **Punctuality:** Join the meeting a few minutes early to address any last-minute technical issues.
- **Muting:** Mute your microphone when not speaking to minimize background noise.
- **Engagement:** Use Zoom's features like 'Raise Hand', polls, and chat to keep participants engaged. Eye contact with the camera creates a more direct and engaging conversation.
- **Screen Sharing:** When sharing your screen, ensure that you close unnecessary tabs and applications to maintain privacy and focus.

4. Professionalism:

- **Dress Appropriately:** Even if you are working from home, dress professionally as per the norms of your organization or the purpose of the call.

- **Behavior:** Maintain professionalism in your language and behavior. Avoid eating or using your phone during the call.

5. Security:

- **Meeting Lock:** Use features like meeting lock and waiting rooms to control the attendance and avoid uninvited guests.
- **Permissions:** Be cautious about who you allow to share their screen or files to prevent sharing of inappropriate content.

6. Follow-Up:

- **Summary and Action Items:** After the meeting, send a summary and list of action items to all participants to ensure everyone is clear about the next steps. Utilizing tools like Fireflies, can help streamline this process.

These practices can help you run smoother and more productive Zoom meetings, enhancing collaboration and efficiency. For more details and answers to your questions contact:

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