

Personal and Public Involvement (PPI)



Making online meetings engaging

At a time when we are increasingly meeting with people virtually rather than face-to-face, it is important to maintain human connection. The more engaging a meeting is, the more productive and enjoyable it will be. This guide provides tips on how to make your meeting as engaging as possible.

Before the meeting:

- Provide information on what the session will involve – this will help people to feel more prepared, confident and help encourage engagement.
- Smaller groups enable increased interaction and help participants to feel more comfortable.
- Send instructions on the online platform you plan to use (including any particular functions you wish to use so that people are familiar).
- Shorter meetings are likely to increase engagement.

Starting the meeting:

- A few minutes of casual interaction at the beginning of a meeting can help to build rapport.
- Ask people to introduce themselves at the beginning of the session (this will work best with smaller groups).
- Starting with a light-hearted ice-breaker can help lighten the mood and make people feel at ease.
- Briefly show people any interactive functions you are going to ask them to use on your meeting platform.

Interactive techniques:

There are a number of tools & techniques that can be used to make your meeting more interactive (note that these may differ depending on the online platform you are using):

- Some online platforms allow you to split meeting participants into **breakout rooms** to carry out activities –this can encourage increased discussion.

Tip:

Have a facilitator in each room if possible.

- Some platforms have an online **chat function**. This could be used to ask participants to type answers to questions, or for participants to ask questions throughout.
- Ask meeting participants to use a **pen and paper** to jot down answers to questions. Ask people to hold these up to the camera and initiate discussion around responses.

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- Display a **poll/quiz** and ask people to answer questions.
- Some online platforms allow people to send **emojis**. Why not ask people to respond to conversations using emojis?
- Share your screen to show a **PowerPoint presentation**.

Tip:

Use imagery and avoid text heavy slides.

- Try not to use too much screen sharing to make the meeting feel more personal – it's not a presentation! **Alternate** between hosting and allowing others to engage.

**For more information on Involvement, Co-Production and Partnership Working
please visit the Engage website
<http://engage.hscni.net>**

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