



Tips for Virtual Talk It Up

Here are some tips for making your virtual 1:1 Talk It Up conversation just as effective and successful as your in-person conversations:

- Start with preparing your surrounding: Be aware of your background visuals and minimize distractions that could steal your focus from the meeting. Remember this is a private conversation
- Use the right technology: Set up a video call for your meeting and turn on the camera. Body language has a significant contribution on your communication. Hence, video is likely to help you over a phone call to pick up certain physical cues, which in turn is likely to make your interaction more effective. [Zoom](#) or [Microsoft Teams](#) are great resources available through Information Services.
- Demonstrate Compassion: Having feedback conversations in a virtual environment can be challenging as it hinders the recipient's ability to read your body language or tone. Being empathetic can make the others feel more comfortable. Reserve some time at the beginning of the meeting for small talk or to check-in on current challenges or concerns.
- Strengthen your Agenda: To create focus and get the most from these conversations, work on establishing a clear agenda. Both the supervisor and the employee can collaborate to set the agenda. Utilize the sample agenda available under 'Resources' in the ['Talk It Up' webpage](#) to get started.
- Continue to adhere to your standard meeting practices: Come prepared for the meeting, respect others time and make sure everyone knows the next steps when the meeting concludes.