

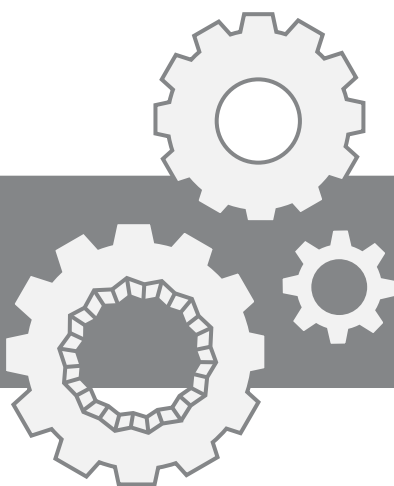
HOW TO EFFECTIVELY ATTEND VIRTUAL MEETINGS AND WORK REMOTELY DURING A PANDEMIC

Currently, many corporations use online video conferencing platforms to maintain business continuity during the period of social distancing. To achieve the best outcomes, everyone should apply appropriate communication skills in virtual meetings



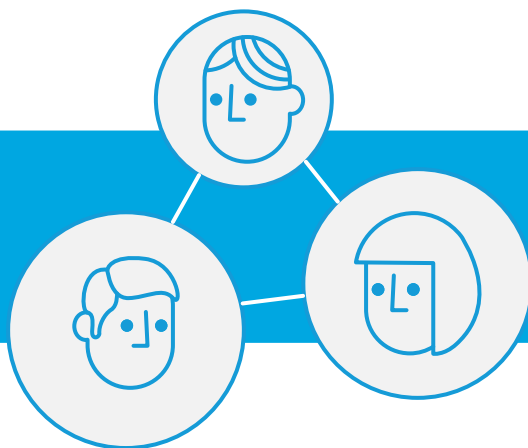
NON-VERBAL COMMUNICATION

- **Sit up straight, look straight**, maintain a good sitting posture to show a positive self-confidence
- **Use gestures and facial expressions** to interact, respond, or show listening and receptivity
- Keep **your eyes on the camera** while the other person is speaking to show your attention and concentration



BUILD A WORKING ENVIRONMENT

- Try to communicate and **exchange** information in a **clear, concise, easy to understand way**
- Be sure to **prepare and share relevant content, data, and information** when joining a meeting
- **Willing to support and help colleagues** to build solidarity and achieve high efficiency



MAKE THE GOOD INTERACTION

- Actively **listen and observe to contribute ideas** and give accurate, insightful feedback
- **Encourage** participants to **discuss together** honestly and openly
- **Turn off irrelevant notifications and apps** to participate in discussions and work more focused