



# An early intervention guide to Tele-Teaming

## Team Meetings

As providers are moving forward with supporting families and other caregivers through the use of tele-intervention technology, staying in contact with your team members is very important. Here are some tips that may help you make a smooth transition to web-based team meetings.



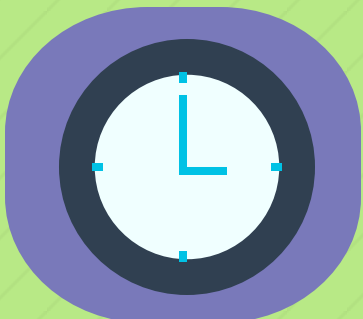
### Assign a Facilitator

Assign a facilitator to schedule the virtual meeting, send the link to participants, build the agenda, make sure everyone has adequate time to share their agenda items, and ensure that everyone receives the support they need.



### Create an Agenda

Finalize the agenda and make it available to all participants at least 24 hours prior to the meeting. This lets everyone know which families are going to be discussed as well as supports the facilitator with keeping the meeting within the allotted time frame. The facilitator can also share the agenda on his/her computer screen, so everyone can track progress during the meeting.



### Pay Attention to Time

Everyone's time is important, so make sure to log in to the web meeting on time. Be prepared for your turn and focus on the "need to know" vs. "nice to know" information. Monitor your time to allow others to share their agenda items as well.



### Use a Coaching Interaction Style

In order for the meeting to be as productive and helpful as possible, use a coaching interaction style with each other. Find out what your colleagues know and have done before jumping to new ideas. This enables everyone to get needed information without wasting time making suggestions already tried and found not to work.



### Limit Distractions

Limiting distractions is always a key component to having a successful virtual meeting. A good rule of thumb is to turn off your cell phone and eat prior to or after the meeting. Mute your microphone when you are not attempting to ask a question or share information. Turn off your camera if you must divert your attention during the meeting. And finally, make sure children and/or pets are entertained in another room, if possible, to decrease interruptions.



Family, Infant & Preschool Program  
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