Advantages and Disadvantages of Online Meetings

Summary Addendum

Advantages

1. Increased Ability to Communicate

    a. More people

    b. More often

2. Ubiquitous Access

3. Saves Time

4. Cost Savings

5. Easier Access for Learning and Interaction with participants

6. Better form for Sharing Information

7. Ideal for Auditory and Visual Learner types

Disadvantages

1. Less Direct Personal Contact

2. Poor Technology Can Reduce Effectiveness

3. Less Human / Social Interaction

4. User Multi-tasking (not listening)

5. Missed Introductions (for late arrivals)

6. Ability to be Hacked

7. Risk of Inadequate Planning

8. Participants being Talked Over

Point of Reference

This Summary Addendum is a schedule provided as a supplement to the video training module referenced herein. It is not a stand-alone document and should be used along with and in conjunction with the corresponding training module.

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