Organize and energize virtual meetings

Description

Working at a distance offers many possibilities in terms of flexibility, but facilitating meetings or making presentations with teleconferencing tools requires some special skills. How to keep the audience's attention and minimize the risk of technical problems?

Classroom Registration Price (CHF)
800
Virtual Classroom Registration Price (CHF)
800
Course Content
Advantage or necessity?

- The development of teleconferencing or virtual meeting tools
- Technical aspects: network, microphone, camera, environment

Reformat its presentation

- Organize your slides to allow interaction
- Managing expectations and defining actions

Remote animation

- Meeting and interaction management
- Involve your audience through polls, doodles and chats
- Putting it into practice

Documentation

- Digital courseware included

Participant profiles

- Anyone who need to make presentations in virtual mode

Prerequisites

- Have access to a tool such as Teams, Zoom or Webex

Objectives

- Understand the benefits of teleconferencing tools
- Identify best practices for technical choices
- Format your presentation for a virtual mode of presentation
- Facilitate a remote virtual session

Niveau
Fondamental
Duration (in Days)
1
Reference

COM-DIST