Brill!ant
CUSTOMER SERVICE

Online Meeting Skills

How to setup, host and manage online meetings, interviews, appointments, training and events.
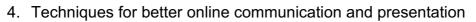
Course format

- *Live online learning course with an expert facilitator*

- *Interactive, engaging and practical*

- *Varied learning activities, practical sessions, quizzes and discussions.*

Overview

How to make your online meetings and events as interactive, enjoyable and productive as face to face meetings. Key learning points:

1. How to schedule, setup and configure an online meeting using the Zoom free option

2. Planning and structuring your meeting for interaction and engagement

3. Different ways to interact and involve people online

4. Techniques for better online communication and presentation

5. Creating visuals and content that keep attention

Is it right for me?

This live online training course will provide you with tips and techniques for hassle-free online meetings, group chats, webinars or events. Ideal for managers, professionals, trainers and presenters. Zoom is used to demonstrate and run this training course.

Live online half-day training course: price: £95 plus VAT per person.
£195 per person for one-day classroom workshop, minimum three participants, plus travel costs.

Call 07515 851 691 – also available as live in-house training on your premises.

email@brilliantcs.co.uk

Online Meeting Skills – course outline

This interactive live webinar shows you how to make the best use of online meeting tools and software. Access from any computer, smart phone or tablet.

1. Key principles of hosting online meetings and events

- Three ways to setup, host or start a meeting.
- Administration options and configuration
- Getting the right equipment and environment correct

2. Functions that promote engagement and interaction

- Whiteboard and annotation
- Breakout rooms
- Interactive chat and file sharing
- Polls, quizzes and voting buttons

4. Creating engaging activities and visuals

- PowerPoint design principles and techniques
- Using video and prepared presentations
- Setting up and running discussions

5. Speak out with clout

- How to change the way you speak and present for online communication
- Using questioning and listening - online techniques
- Developing your online personal projection skills for online communication

6. Setting the rules, climate and energy level

- Using proven techniques to gain interaction between people
- Dealing with distracted and multi-tasking attendees
- Ways of controlling flow and time in an online meeting
- Encouraging participation from all attendees

Live online half-day training course: price: £95 plus VAT per person.
£195 per person for one-day classroom workshop, minimum three participants, plus travel costs.

Call 07515 851 691 – also available as live in-house training on your premises.

email@brilliantcs.co.uk