

Virtual Presentation Power

Course Code:

Course Duration: 1 day

More than ever, we are all living in a virtual world. Economic challenges and increasing globalization of business has resulted in our relying more on virtual technologies to get the job done. Whether it's hosting virtual meetings, conducting virtual presentations or facilitating virtual training sessions, the way we do business has changed tremendously from the old days of face-to-face meetings in conference rooms with slide projectors. New technologies enable us to share documents, give demonstrations and conduct training for audiences who may be located across the country and even around the world. While this technology has allowed us to collaborate without the hassle of traveling, virtual delivery and design definitely has its challenges. There is an art to designing and delivering engaging and charismatic virtual learning and presentations that won't put your audience to sleep.

Course Description: During this 1 day class, we'll highlight the challenges of virtual design and delivery and provide techniques, tools and tips to overcome those challenges. The focus will be on improving capabilities to keep audiences engaged during virtual presentations, virtual classes, virtual meetings and conference calls. During the course, participants will be kept engaged through experiential learning; participants will be able to see the techniques being taught in action as they are used to teach key concepts and demonstrate application. Participants will receive a course manual.

Topics List:

- Breaking bad habits
- Conference call engagement
- Virtual technologies and tools
- Impactful virtual presentations
- Effective virtual training
- Presentation styles
- Global audiences
- Video etiquette

Outline

1. Breaking Bad Habits
 - a. Teleconferences
 - b. Virtual presentations
 - c. Virtual training
2. Conference Call Engagement
 - a. Getting the right start
 - b. Keeping focused
 - c. Managing participants
 - d. Engaging participants
3. Virtual Technologies and Tools

- a. Adobe
- b. Live Meeting
- c. WebEx
- d. Audio/conference services
4. Impactful Virtual Presentations
 - a. Designing the presentation
 - b. Getting the right start
 - c. Managing participants
 - d. Engaging participants
 - e. Recording Etiquette
5. Effective Virtual Training
 - a. Designing the training
 - b. Getting the right start
 - c. Managing learners
 - d. Engaging learners
 - e. Recording Etiquette
6. Presentation styles
 - a. Know your style
 - b. Know your audience
 - c. Adjusting your style
7. Global Audiences
 - a. Cultural awareness
 - b. Global logistics
8. Video Etiquette
 - a. When to use video
 - b. Risks of using video
 - c. Tips for effective video

Who Should Attend: Project managers, department leaders, business managers, functional managers, project team members, project team leads, contractors, supervisors, team members.