

Presenting Online with Confidence 0.5 day

COVID-19 has meant more and more of our activity is now online with a high number of us being required to present online, whether this is to a small group of colleagues or for a large-scale virtual event.

Presenting live on a video conference platform is very different than presenting in front of a live audience in the same room, as the social aspect of immediate feedback and reassurance is less easy to pick up.

**Workshop Objectives:**

At the end of the half day workshop, delegates will have the necessary knowledge to:

* Set up their virtual space effectively
* Connect effectively with their audience
* Develop a confident and credible presence

**Workshop Outline:**

This course **is fast paced and designed to be interactive** (you can use your phone and/or laptop) and will cover these main topics:

* Which meeting platform should I use?
* What’s the difference between MS Teams & Zoom?
* What tools are there that I can use to improve my meeting?
* Looking your best:
  + Webcam or camera placement
  + Types of microphone
  + Lighting
  + Background
  + Personal positioning and posture
  + Clothing to avoid
  + Body language
* Planning for success

**3 guided learning hours**

**3 CPD Points**

* + How to drive engagement
  + Using tools
  + Coping with a technical crisis