Conducting Virtual Meetings & Presentations

Working from home and the elimination of in-person meetings has resulted in a dramatic switch to online meetings and presentations. Yet, as with most technology and changes, there is a learning curve for people to run those meetings and presentations successfully.

In this highly practical workshop, you can experience how to set up and run virtual meetings and presentations in a learning-by-doing format. You'll learn what you need to consider in setting up and preparing for online meetings, including lighting, sound, backdrops and personal appearance. This course offers suggestions and practical tips on how to prepare a solid virtual presentation that engages the audience and drives towards your objectives. By practicing in a fun, safe-to-try environment, you can experiment with running the session and utilizing the myriad of tools available to aid group involvement.

Objectives

- Explore the common features of online meeting software and what you need to focus on
- Test setting up and starting a virtual meeting
- Prepare and practice for online presentations by considering the virtual "stage" and how you come across
- Make decisions about slides, notes, chat and Q&A windows that help you deliver a strong, smooth presentation
- Coordinate all aspects of the online presentation in advance so that you can handle anything that happens with ease
- Apply proven techniques to keep audiences engaged, and be ready to handle the Q&A section competently
- Practice using group involvement tools while maintaining a smooth and efficient use of the online meeting space

Participants are required to join with video camera and microphone to allow for active participation.

Key Topics

What's Different about Online Meetings & Presentations?
- The advantages and disadvantages of moving your meetings online
- Common pitfalls experienced by both meeting leaders and meeting members
- Top ways to prepare and set up an effective online meeting environment, including lighting, sound, backdrop and personal appearance
- Common features of online meeting software that are key to running a smooth and efficient meeting

Preparing and Practicing to Lead an Online Meeting
- Testing your set up and initializing the start of your virtual meeting
- Learning how to use your voice well
- Using group involvement tools – when to use, what to use and why to use them
- Reading participants' cues and understanding their reactions in a virtual environment
- Thinking about your body language and use of voice
- Choosing your focus – self view vs. the audience view vs. the chat/Q&A window

Preparation and Rehearsal
- Managing the logistics to ensure adequate planning, smooth operation and follow-up of an online presentation
- Communication and coordination with audience members regarding their preparation and technology support
- Using team support to produce stress-free, timely and interactive presentations

Engaging the Audience
- Learning proven techniques for keeping audience members focused and interested
- Stimulating audience responses through effective questioning
- Handling the Q&A section competently
- How to effectively address things that go wrong in the online meeting space
- Managing disruptions caused by meeting members' behaviors

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