



## Delivering Virtual Presentations

**Duration: 0.5 Days**    **Course Code: DVP100E**

### Overview:

Nederlands:

In het moderne bedrijfsleven vol technologie en wereldwijde transacties is het virtueel delen van informatie gemeengoed geworden. Bij het geven van presentaties aan een virtueel publiek komt echter een aantal unieke uitdagingen kijken, die overwonnen moeten worden om te kunnen voldoen aan bepaalde communicatiedoelstellingen.

De workshop **'Delivering Virtual Presentations'** duurt een halve dag en leert medewerkers op alle niveaus om effectief een virtuele presentatie op te bouwen en te geven

Engels:

In today's technology-enabled and global environment sharing information in a virtual way has become common practice. Delivering presentations to a virtual audience however has a unique set of challenges that must be managed in order to meet communication objectives. The Delivering Virtual Presentations workshop is a half-day programme that teaches employees at all levels how to effectively structure and deliver a virtual presentation.

### Objectives:

- Types of virtual presentations
- The challenges of delivering virtual presentations
- Structuring a virtual presentation
- Using visuals effectively
- Communicating for clarity in a virtual environment
- Maximising audience engagement

### Content:

#### Introduction

- Programme goals and objectives
- The pros and cons of virtual presentations

#### Structuring Virtual Presentations

- Writing a communication objective
- Analysing your virtual audience
- The Structuring Presentations Model

#### Using Visuals

- PowerPoint – do's and don'ts
- Developing a culturally neutral presentation

#### Communicating Virtually

- Communication factors and the virtual presenter
- Asking questions to involve learners

Using technology features and functionality to maximise engagement

#### Workshop Conclusion

- Review of learning objectives
- Personal learning plan

### Further Information:

For More information, or to book your course, please call us on 0800/84.009

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