

Effective Video-Conference Meeting

4 hours **BGVM**

OVERVIEW

This half-day course is designed to provide participants with an overview of good video-conference meeting practice, which will make their meetings more interactive and effective.

DESIGNED FOR

This course is intended for managers who are required to participate in video-conference meetings regularly.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Understand the power of the video-conference meeting if it is conducted effectively.
- Provide a list of practical do's and don'ts.
- Learn how to project a professional image when participating in a video-conference meeting.
- Facilitate the involvement of all meeting participants.
- Practise the tips learnt in a video-conference interview simulation and receive feedback on performance.

TOPICS COVERED

- The purpose of the video conference
- What goes well and what does not
- Practical tips for communicating effectively with remote colleagues: voice projection, tone and clarity, pauses and rhythm
- Effective non-verbal communication and camera techniques
- Facilitating or participating in discussion
- Establishing participation signals
- Equalising participation: enhancing video-conference meeting interaction and involvement of individuals at the different sites
- What NOT to do!

EXTRA NOTES

An equivalent course is available in Arabic and French. Please call us for details.