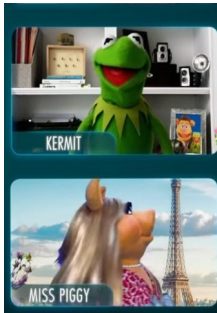


Videoconferencing – done right (Live Online Training)

How to use your microphone, camera and screen the most efficient way



Videoconferencing is an integral part of our professional life. Mastering *digital communication* is more important than ever for professional success.

However, many employees are not at ease with videoconferencing. Some do not feel “safe” in these environments, others are afraid of the technology.

This **3-hour live online training** is specially designed to address those points and rules that constitute a successful **video-conference** with MS Teams, Zoom, Jitsi, etc., both for the participants as well as for the presenter/speaker.

This includes, of course, handling the technology.

Target Audience	<p>This training is intended for anyone who participates regularly in video-conferences or similar events and who wants to improve his/her skills, be it as participant or as organizer.</p> <p>Participants should already have some real-life experience with videoconferencing. It does not matter whether this experience was “good” or “bad”.</p>
Objectives	<p>At the end of this highly interactive training, participants are able to:</p> <ul style="list-style-type: none"> • prepare for video conferences, • feel confident in video conferences, • use the right tools at the right time.
Contents (extract)	<ul style="list-style-type: none"> • The big difference between the conference room and a video conference. • The technology: Why the microphone is the most important item / lighting and background / image quality and camera position / sharing your screen and changing cameras. • The execution: The right start / How to keep the interest of the audience / the importance of ground rules / How to anticipate and deal with problems. • The conclusion: How to end the video meeting in a professional way.
Equipment	<p>Equipment required:</p> <ul style="list-style-type: none"> • A computer or tablet with fast internet connection, webcam (internal and/or external) and microphone (preferably external/headset) • A quiet room for the duration of the course.
Language	<p>Facilitation is available in English, German and French.</p>
Trainer	<p>Dr. rer. nat. Jörg Hau, PMP and active member of the theater group cddm.ch</p>
Logistics	<p>Training dates are published on our website. We can also deliver this training as in-house training for your company.</p> <p>Duration: approx. 3 h</p> <p>Min. 3, max. 6 participants per session. 1 trainer.</p>

