



Conference Call, Videoconference & Co.

Present online and moderate groups

Seminar objective

Telephone and video conferences are increasingly replacing conventional presentations. In this seminar you will learn how to conduct, moderate and improve virtual conferences and presentations. You will learn how you can compensate for your appearance in person by using your voice and where appropriate your body language.

Seminar content

- What distinguishes web-based meetings from physical meetings?
- Organization - what needs to be considered?
- Formulation of technical requirements
- Doing a "test run"
- Opening: what are the main topics to consider?
- Entry into conversation/presentation
- Ensuring attention: "checking" - as a technique to compensate for absence of feedback from the conversation partners / not losing sight of one's own goals for the conversation
- Conscious use of voice and language
- Targeted gaze control
- Predefine a structure: agenda-setting techniques
- Formulation of core messages
- Cushioning against objections
- Techniques to start the discussion
- Moderation techniques online - what are the possibilities?
- How to turn listeners into participants!
- Laying down of rules
- Summary of the discussion results
- Aids and tips for practical implementation along with practical examples

Methodology

Interactive and experience-oriented exchange
Discussion based on practical examples
Video examples
Exercises with individual feedback
Conversation simulation
External and self-analysis

Target audience

The seminar "Telephone Conference, Video Conference & Co" is aimed at anyone who holds or participates in telephone and video conferences or any other type of web meetings.

Course ref.

KOM1006

Participants

not more than 9 participants

Schedule

1. Day: 10:00 - 17:00
2. Day: 09:00 - 16:00

Location & dates

Münster

13.05.2024 – 14.05.2024
21.11.2024 – 22.11.2024
12.05.2025 – 13.05.2025
13.10.2025 – 14.10.2025

Fee

1.150,00 € (ex. VAT)
1.368,50 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift