



bristol business college

YOUR BEST BUSINESS DECISION

Remote Presentation and Video Conferencing

Learn the skills of presenting remotely. This workshop is specifically designed for managers, sales and support staff.

Stop crawling along the motorway to present to a client. Don't struggle to get your laptop to work on their equipment. Let the internet reduce your travel time to zero! You already own all the kit and software you need to present sophisticated presentations to your clients. You can also video conference too and get everyone face-to-face over the Internet.

This practical workshop is about giving you the skills and confidence to present and video conference to colleagues, clients and suppliers. Using Google Hangouts as the presentation tool, the day is a step-by-step approach to remote presentation.

Course Objectives:

- ⊕ Understand 'remote' interaction differences
- ⊕ Presentation planning
- ⊕ Audience management
- ⊕ Assessing effectiveness
- ⊕ Building confidence through practice

Delegates will learn:

- ⊕ How to plan for a presentation
- ⊕ “Dos” and “Don'ts” of remote presenting
- ⊕ How to engage your audience and manage questions and feedback
- ⊕ How to monitor the effectiveness of the whole process
- ⊕ The strengths and weakness of various software tools
- ⊕ How to plan for potential problems with the technology
- ⊕ How to become a confident and successful internet presenter

There is a strong emphasis on practical skills on this course. Plenty of time is given to practising the techniques in a safe and supportive environment.

www.bristolbusinesscollege.com

*Remote
Presentation
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1 Day Course