

Course Outline | Delivering Dynamic Virtual Presentations

1 day(s)

Most of us have experienced the reality of virtual meetings and presentations during our forced stays at home during the global COVID-19 pandemic. Whether it is virtual team meetings, client engagements, or even conferences, the situation we find ourselves in is likely to continue well into the future and become an increasing component even in the 'new normal' in at least a hybrid form. If you are not familiar with Zoom, MS Teams, GoToMeeting, and Google Meet or are not sure if you can do well as an on-line presenter, you could be facing a challenge. This one-day workshop will give participants valuable insights into how to present in a virtual environment using the most popular delivery platforms.

This one-day workshop will help you teach participants how to:

- Know the differences between virtual and in-person presentations
- Outline the major challenges (presenter, presentation and technical) with virtual presentations
- Recognize the strengths, weaknesses, and standout features of popular virtual presentation platforms (Zoom, MS Teams, GoToMeeting and Google Meet) and how to set up an account on the platforms.
- Integrate solutions to virtual presentation challenges in their own delivery of virtual presentations

Course Outline

Why Virtual Presentations and Meetings?

- Working From Home
- Virtual Meeting Experiences
- Types of Presentations

How are Virtual Presentations Different from In-Person?

- Delivering a Presentation Virtually

Virtual Presentation Challenges

- Connecting Virtually
- Remote Meetings – What are People Really Doing?
- Other Challenges and Solutions

Virtual Presentation Essentials – The Presenter

- The Presenter
- Etiquette
- Hospitality
- Considering a Virtual Presentation Team

Virtual Presentation Essentials – The Presentation

- Presentation Tools
- Presentation Challenges
- Using Breakout Rooms for Small Groups
- Engaging All Participants

Virtual Presentation Essentials – The Technology

- Avoiding Technical Difficulties

The Tools – Zoom

- Overview
- Setting Up an Account
- Strengths and Weaknesses

The Tools – Microsoft Teams

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- Overview
- Setting Up an Account
- Strengths and Weaknesses

The Tools – GoToMeeting

- Overview
- Setting Up an Account
- Strengths and Weaknesses

The Tools – Google Meet

- Overview
- Setting Up an Account
- Strengths and Weaknesses

Capstone Activity

- Deliver a Virtual Presentation
- Personal Action Plan