Video Conference Communication Skills

Summary
More and more of our communication is moving to on-line conferencing and as well as the technical requirements of this kind of working, we face the challenges of disjointed human communication. This online workshop takes you through the skills needed to ensure effective human communication via digital conferencing tools.

Outline
This workshop is run via Zoom (or appropriate package for in-house courses) and guides you through the skills needed for video conference communications from:

- Challenges and benefits of remote communication
- Understanding the digital impact on human communications
- Personal impact - attending to vocal demands and visual awareness to maximise your own verbal and non-verbal communication
- Managing all involved with equal attention, managing aspects such as: balance between in the room and on-line, voice recognition, turn taking, interruptions, etc.
- Structuring presentations for maximum impact and avoiding visual competition with screen sharing
- Attending to external distractions, technical issues and delayed communications

Course details

<table>
<thead>
<tr>
<th>Course duration</th>
<th>1 hour</th>
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</thead>
<tbody>
<tr>
<td>Max delegates:</td>
<td>12</td>
</tr>
<tr>
<td>Trainer</td>
<td>eloquent</td>
</tr>
<tr>
<td>Cost</td>
<td>£130 + VAT</td>
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</tbody>
</table>

For dates please get in touch learning@cambridgenetwork.co.uk www.cambridgenetwork.co.uk/learning