Leading web meetings professionally
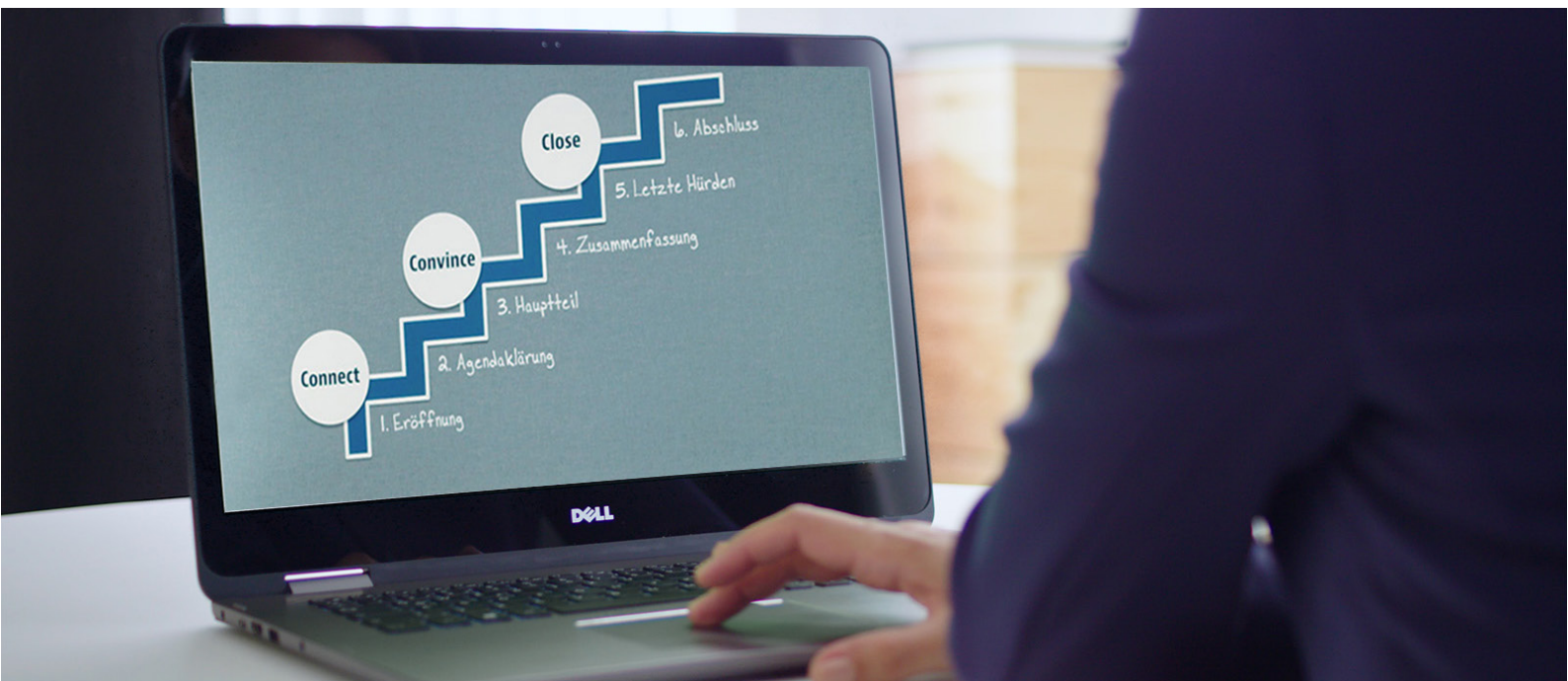
Secure your optimum meeting results online

Why this is a must

Regardless of physical distance, you convince your audience with your presentation. You make sure that your web meetings are equally successful as your on-site meetings.

You win your listeners even in "2D" and overcome physical distance.

Who benefits

People who want to present their ideas in web meetings and in sales more successfully.

Training course contents

- Learn and master the Dos and Don'ts of web meetings
- Organise your web meeting efficiently: workplace, setting, video, documentation, etc...
- Plan the web meeting with the "Meeting-Cockpit"
- Make clever use of your web software's functions (MS Teams, WebEx, Skype, Zoom etc.)
- Keep the attention of your audience with impactful slides
- Anticipate and handle disturbances and mishaps
- Secure the strategic concept of the web meeting from kick-off to successful close
- Relating, opening, checking: dialogue-based discussions with virtual groups
- Agenda technique: recognize and serve the interests of the audience
- Guide your audience's attention in the web meeting

Training methods

- Intensive training with breakout rooms and activation modules
- Work on presentation topics from your own professional practice (training time saves working time!)
- 5-6 video-/audio-controlled performances per person participating
- Role swap: take over different roles, switch to the listener/customer view
- Stress-free video analysis through special video approach - analysis without group pressure in breakout rooms
- Constructive and comprehensive multi-component feedback
- Entertraining®: learning with the fun factor driven by tangible progress!
- Optimize your own, real presentation step by step
- Training and exercises in web meeting software - deepen your software skills

Keyfacts

2 days of intensive training with up to
six participants

Day 1: 9:00 – 19:30
Day 2: 8:30 – 17:00

For Individuals

You can find our public dates for the training on our website: www.hps-training.com/trainings

For Teams

In-house seminars are the best value for groups of 5 or more.

a confidential environment	tailor-made solutions
learning partnerships	teambuilding effects
your ideal date & location	real individualisation