



Successful remote speaking

Giving impact to your remote interventions

Objectives:

- Learn how to prepare for a remote meeting to give yourself every chance of success
- How to lead a remote meeting effectively
- Giving impact to your remote presentations
- Creating and maintaining the attention of a remote group

Contents:

Preparing for your meeting

- Understand the advantages and limitations of different types of remote meeting
- Set a very clear objective for your meeting or presentation
- Invite the right number of participants, send out clear invitations and determine the optimum length of a remote meeting

Preparing for a successful meeting

- Prepare and check your technique
- Taking the time to sit down and relax before the meeting
- Tips and tricks to get off to a good start

Hosting with professionalism

- Launch the session with ease and efficiency
- Set clear communication rules and ensure they are respected
- Facilitate the meeting and regulate exchanges to create a good dynamic

Presenting with conviction

- Use your voice to gain and maintain attention
- Argue straight to the point to avoid dispersion
- Share visual aids that are uncluttered and immediately legible
- Finding the right posture to give body to your words

Duration: 1 day + webinar session

Public and prerequisites: All audiences - no prerequisites

Price: Upon request

Quilotoa learning method:

Based on theatrical techniques, active and practical, it aims to give each participant the autonomy that is essential for lasting progress. Theoretical points of reference, passed on interactively, complement the practical exercises to help participants grasp the material.

Assessment:

Ongoing assessment: as the course progresses, during the various simulations.

At the end of the course: on a summary exercise.

After the course: via an online form.

People with disabilities:

Our head office welcomes people with reduced mobility. For further information, please contact our disability officer : n.barbey@quilotoagroup.com