PROFESSIONAL DEVELOPMENT TRAINING

09 884 0762

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1.0 DAY COURSE

# Being a Great Virtual Participant

**If there is anything the last few years have taught us, it is that online meetings are both helpful and, at times, a hindrance. They have also shown us that many people don't know the proper etiquette for participating in an online forum.**

**This short PD Training course on Being a Great Virtual Participant teaches you crucial skills to ensure that participants are professional when conducting and participating in online meetings and training sessions.**

**This 90-minute session is available online and can be customised to your specific needs.**

### What You'll Gain:

Since the Covid-19 epidemic, many employees — and their managers — have found themselves working out of the office and separated from each other for the first time. Fortunately, there are specific, research-based steps that managers can take without great effort to improve the engagement and productivity of remote employees, even when there is little time to prepare.

It's important to understand the common challenges, from isolation to distractions to lack of face-to-face supervision. Managers can support remote workers with 1) regular, structured check-ins; 2) multiple communication options (and established norms for each; 3) opportunities for social interactions; and 4) ongoing encouragement and emotional support.

## Outcomes

**Your Learning Outcomes include:**

- The advantages and disadvantages of virtual meetings
- Why knowing the platform is important
- Following the ground rules
- What's in the background?
- How to get the light and sound right
- Knowing what's acceptable behaviour
- How to get the best out of any event you attend

# Modules

### Lesson 1: Advantages and Disadvantages of Virtual Meetings

- Why Virtual
- When to hold a Virtual Meeting
- When not to hold a Virtual Meeting

### Lesson 2: Virtual Etiqutte

- Basic Ground rules for participating in Virtual meetings
- Acceptable behaviour
- On time
- Dress

### Lesson 3: Virtual Set Up

- Tools
- Lighting
- What's in the background

**Talk to our expert team**

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