



PREPARATION SKILLS FOR SUCCESSFUL CONFERENCING (PCGC)

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A great course for anyone...that wants to know how to prepare successfully for a teleconference, videoconference or webcast.

Purpose:

This course is designed to help you prepare effectively for a teleconference, videoconference or webcast. In this course you will learn what it takes to communicate your ideas clearly with all team members and develop meaningful lines of contact. You will discover how the way you behave now may be helping or hindering the process of communication. We will take a good look at body language and how it is used to build rapport and good relationships, as well as listen to your voice and improve how you use it to communicate your ideas. Understanding how to get your message across to groups of people, as well as in smaller meetings and one-on-one personal interviews and telephone conversations, will be covered in depth.

You will discover: -

- The different conferencing types
- 10 tips for top conferencing
- Conferencing voice techniques
- How the camera works
- Shots, angles and gestures-what they mean to you.
- Getting your visuals and graphics together
- How to deal with technical hitches
- Conference checklist
- How to prepare for a Conference
- What to do after the videoconference
- Getting your message across
- New listening skills

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What you will learn:

Voice Control - breathing, diction, vocal variety and projection - making what you say more powerful, persuasive, clear and interesting - so that others will understand you.


Personal Movement - what to do and what not to do in front of a camera. Understanding gestures, movement and timing.

Listening Skills - how to listen to the hidden messages in vocal tones and expressions. And how to understand foreign accents.

Conference Etiquette - how to get a grip on your emotions and attitude so that you can work well with other people through the medium of audio and video in multiple locations all over the town, country or world.

Duration of each session:	Half Day (4 hrs) Full Day (8 hrs)
Participants:	Ideal number of participants: 6-12
Half Day:	\$2750 + gst (per group)
Full Day:	\$4800 + gst (per group)
Payment Accepted:	Cash Cheque Invoice AMEX VISA MC, BC
Location-Onsite or Offsite Venue-To be announced	Tapes/CDs and Work notes included

The Voice Business
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To make booking 	Call (02) 9957-4208
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