



VIDEO CONFERENCING (VCGC)

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A great course for anyone...who wants to know how to videoconference.

Purpose:

This course is designed to give you an in depth understanding of how to prepare for, deliver and facilitate a successful videoconference. You will learn what it takes to communicate your ideas clearly and confidently in this televised medium, how the videoconference system works, and how to get the best out of your time and effort so that you meet the needs of this multiple group business collaboration process.

You will discover...

- 10 tips for top videoconferencing
- Videoconferencing 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
- Videoconference checklist
- How to prepare for a videoconference
- What to do after the videoconference
- Getting your message across
- New listening skills

After this training session you should expect to feel a lot more confident in your ability to communicate effectively in videoconferences and televised meetings.

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What you will learn:

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

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

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

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

Duration of each session:	Training Session (3 hrs) Full Day (8 hrs)
Participants:	Ideal number of participants: 4 -12
Training Session:	\$2750 + gst (per group)
Full Day:	\$4800 + gst (per group)
Two day:	\$5700 + gst (per group)
Payment Accepted:	Cash Cheque Invoice AMEX VISA MC
Location-Onsite or Offsite Venue-To be announced	Tapes/CDs and Work notes included

The Voice Business
www.voicebusiness.com
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To make booking		Call (02) 9957-4208
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