

# Confident Communication Online Training

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Online and physical communication – such as meetings, presentations, networking, phone calls and emails – can be ineffective and tedious. In this programme you'll learn how to be heard, be authentic and make your message understood without ever being lost for words, whether you're in the boardroom or in an online meeting.

## Learning Objectives

By the end of the session, the delegates will be able to:

- create a great first impression
- use a unique persona, showing their motivation and values
- adopt the best mindset for success
- use the surroundings to their advantage
- express themselves confidently using body language
- improvise for spontaneity and humour



## Formats

### Groups

£1,200 for 4 people, 3 hours online teaching plus 1 hour of solo work.

Ideally the two sessions are on the same day (with at least an hour between for the solo work) or on two consecutive days.

Required: online connection via PC/laptop: Microsoft Teams, Zoom, Skype or Google Hangouts. Each attendee should also have their preferred note-taking medium.

### 1:1

£120 per 1-hour session. Content and schedule are tailored to each client.

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## Group Schedule

### Session A: 2 hours

1. Introduction: format and objectives for the day.
2. Identifying the characteristics of your speaking persona.
3. Defining your motivation and values; learning how to convey them.
4. Techniques for a positive and successful mindset.
5. Creating a great first impression in all your communication, including use of body language.
6. Using your environment in ways that strengthen your offering.
7. Improvising in ways that engage and entertain your audience.

### Solo Work: 1 hour

8. Everyone writes and rehearses their own 30-second introduction.

### Session B: 1 hour

9. Everyone delivers their introduction.
10. Conclusion: key points learnt from the session are discussed and reinforced.