

Delivering Productive Virtual Meetings and Presentations



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Overview

- Whether you are a new or experienced presenter, hosting a web-based meeting/presentation can be difficult.
- This brief slideshow gives you some tips on how to run effective virtual meetings, including how to engage and “wow” your virtual audience.



Planning & Preparation

To be successful a virtual presentation needs to be well prepared and effectively delivered, just the same as a face-to-face presentation. **Consider these 4 basic questions:**

- Why am I doing this? (What do I want to achieve)
- What are my key points? (Less is more!)
- Who is the audience? (Level, needs, background)
- How long have I got? (Stick to time)



Planning & Preparation

Plan:

- **Environment** (correct technology, check it all works, quiet room, no distractions, are you on camera? Or slideshow?)
- **Appearance** (if on camera, how do you want to be seen? Use background slide, **dress appropriately**, brand & reputation!)
- **Content** (clear structure beginning, middle and end)
- **Supporting materials** (clear visuals, documents sent out prior to presentation, keep them simple)
- **Engagement** (how you encourage interaction)
- How to use the “**virtual verbal, vocal, visual**” technique

Virtual Visual, Verbal, Vocal Tips

- ❖ **VISUAL:** What your audience sees (visual welcome, slides, video, you!)
- ❖ **VERBAL:** Words, content, language (including verbal welcome, use of questions, structure, “conducting the audience!”)
- ❖ **VOCAL:** Using your voice to engage and encourage interaction throughout

Visual Welcome

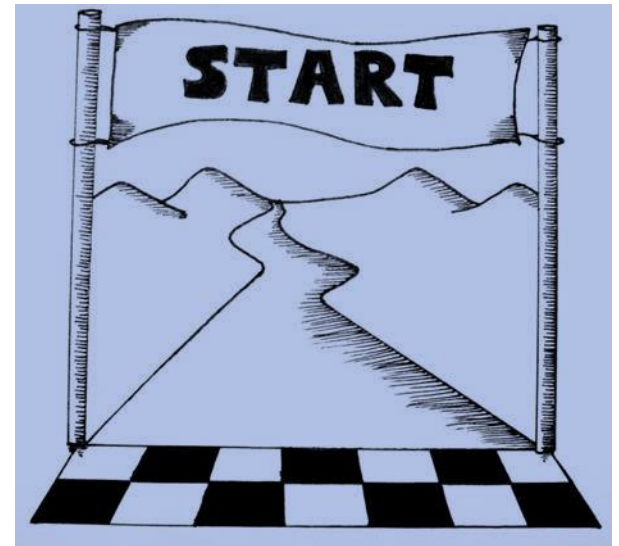
Whilst people are waiting let them know something will happen soon!



- ❖ YOUR VIRTUAL MEETING WILL BEGIN SHORTLY with Sue Garner from Garner Training Solutions Ltd.
- ❖ If you are having **technical issues** please **email/text me**
- ❖ We will be referring to **your delegate workbooks** during the next 3 hours (or documents A/B/C)
- ❖ **Have a drink to hand** so you can stay hydrated!
- ❖ Please use **'Mute'** when not speaking and ask questions using the **'Chat' facility**

Verbal Welcome – Engage, Energise, Encourage!

- Welcome the group/name check each person as they join – verbally or in the ‘chat’ box
- Thank them for attending and state how long the webinar/meeting will take
- What we will cover (structure, topics)
- Ground rules including how to ask questions
- Instructions on how to use the technology (eg to chat) if necessary
- Be the DJ – high energy in your voice as people join, sound keen and they will be too!



And there's more.....

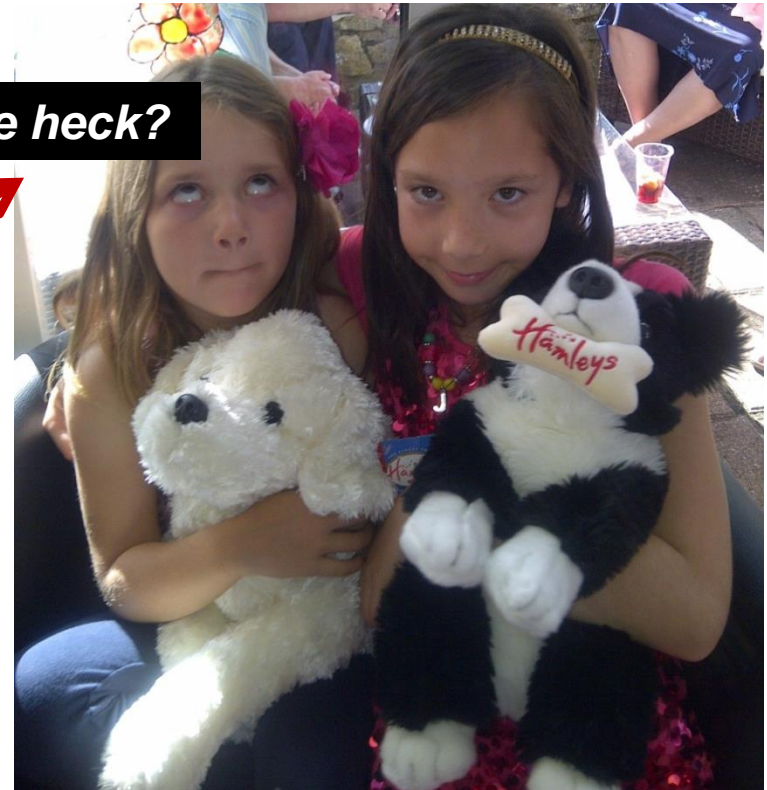
Now we've considered the Visual and Verbal Virtual welcome let's explore some further tips to improve your **Visual, Verbal and Vocal** delivery.....



Visuals that Work 😊

- More photos, pictures, images, drawings
- Less text
- Bullet points
- Don't read every word
- Direct to parts of visuals with pens/arrows or words
- Few animations
- Know the technology (eg virtual whiteboards)

What the heck?



Vocal: Top Tips

- Volume = **Louder!**
- Pace = **varied**
- Pauses = **often!** (2 second delay virtually)
- Energy = **Impossible to have too much** (infectious!!!!)
- Rate = **slower than usual 140-150 wpm**
- Record your voice, listen to how others will hear you! **Would you want to listen to you???**
- Control nerves through **posture, breathing and psychology**



Verbal: Your words



“Conduct” the audience with your words:

- Direct them to a specific area of the slide
- Guide them to interact/respond:
 - (not ‘do you understand?’ BUT ‘If you understand and are ready to move on put smiley face in the chat area’)
- Ask specific questions to encourage engagement:
 - (eg not ‘does anyone have any comments?’ BUT ‘John, what’s your thoughts on this?’ OR ‘I’m going to come to each of you in turn so we can hear your thoughts’)

Use short sentences to aid clarity and concentration

Summarise actions agreed or next steps before ending the virtual call and thank all for joining

Final 10 Top Tips

1. Be prepared, **be online early**, dressed **appropriately** and stick to time
2. Use your Voice effectively: **energy and smile!**
3. Give a visual and verbal virtual welcome
4. **Know your technology**; use a colleague to keep track of chat box questions/responses if necessary
5. Use questions, names, energy and summary to hold interest



Final 10 Top Tips

6. Use any **face-to-face techniques** that work!
7. Be clear, concise and structured
8. **Act naturally**, speak to participants as if they were in the room with you - remember, it's a conversation that just happens to be virtual.
9. Enjoy it and the audience will too!
10. **Learn techniques to present with confidence on video** if you are the “visual” the audience will see 😊



Behaviour breeds behaviour:

if you are fully engaged and enthusiastic, others are likely to follow your lead and be interested in what you are saying! So follow these tips, keeping up the energy and pace to get the results you want

You have been watching.....



As we finish, I'd love to know what you gained from today.....and my daughters would too!!
(LinkedIn: [suegarner/training](https://www.linkedin.com/company/suegarner/training))

Contact me: sue@garnertraining.co.uk for further training/coaching on:

- virtual meetings, webinars, presentations
- designing/delivering online training
- presenting via video

