

# Leading productive virtual meetings Microsoft Teams/Zoom/WebEx

**Do you feel like you are not taking full advantage of the technical features of your virtual meeting platform when leading virtual meetings?**

**This training helps you to exploit the full potential of the platform and enhance your virtual meetings!**

You will not receive an ,off the shelf technical training. We use our years of experience to ensure your specific challenges are tackled during the training.



## Training details

- **1hr training session** hosted on MS Teams, Zoom or WebEx
- **Group training** for groups of up to 4 people
- **Individual training:** personal 1-2-1 session
- All sessions **tailored to your specific needs**
- **FEES:** €200 for groups of up to 4 people



## OUR TRAINING SOLUTION

- ✓ How to set up a meeting (including inviting participants)
- ✓ How to best plan and present your presentation
- ✓ How to make the best use of the available tools and features of the platform (including recording/annotation tools and polls)
- ✓ How to technically facilitate a brainstorming process

How to deal with common technical issues effectively

## BENEFITS TO YOU

You will get specific answers to your specific questions with practical tips from experts that you can implement immediately.

After the session you will be able to troubleshoot in an effective way.

You will be able to technically facilitate in an expert way, so that you can exploit the full power of your virtual meeting tools.

## About your facilitator



**Andy Copeland** has been technically facilitating virtual meetings for over 10 years. He uses his skills and experience to ensure that you will receive relevant and easily implementable tips during your high quality training.

## Get started today!

Email [support@black-gazelle.com](mailto:support@black-gazelle.com) to schedule the next steps.



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