



e-learning

Leading video conferences with confidence

Too close to the webcam, your hands up near your face or sitting with slumped shoulders: Have any of these ever happened to you during a video conference? Nowadays, video conferences have become an integral part of day-to-day working life, but can anyone truly say they know how to present themselves with confidence in front of the webcam? Yvonne de Bark, actress and body language expert, will take you to the next level by guiding you through her video course. She will show you how to ensure your participants remember you as being authentic, convincing and passionate.

Group of participants:

For all professionals, managers and employees who want to appear self-confident and effective.

Duration: **approx. 1,5 hours**

Language:  

Learning objectives

- ✓ What preparations should be made before the video conference?
- ✓ What should I pay attention to during the video conference?
- ✓ How to end a video conference skilfully
- ✓ Which tips help to make a convincing and positive impression on participants?

Contents

- Which technical functionalities are key?
- Light and reflection: What do you need to consider?
- How should you position yourself on the webcam?
- What does your background reveal about you?
- Which posture can help you appear more present?
- How can the positioning of your arms and head improve how you come across?
- Seeing something others can't?
- How can eye contact help with establishing trust?
- What to do if something goes wrong?
- How can you show empathy?
- How can I signal the end of the conference?
- Why you should smile until the very end?
- Which no-goes should you consider?
- Why your hands shouldn't be near your face?
- What can help with feeling tense?
- Which hidden noises should you avoid?
- When and why you should use a moderator?
- How to establish the optimal setting?



Information on the web

www.haufe-akademie.de/el



Let us advise you

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