



All you need to Zoom

▪ Overview

Whether it's a team meeting, consultation with contacts or clients, a networking event or a conference, our facilitated training will provide you with all the skills you need to deliver your messages effectively using Zoom.

Our course is your essential introduction to Zoom with tuition in all the interactive features on offer. Plus you'll learn the soft skills that make you an effective host or participant to keep your delegates engaged throughout your meeting.

All course participants will receive our PDF guide to running and taking part in Zoom meetings so you can be confident you've got all the technical and presentation skills you need to make the most of your event.

The course is run by former BBC journalist, Ruth Collin, who has directed and led a range of professional virtual meetings, training sessions and conferences on Zoom and will share her tips and shortcuts to help you achieve your outcomes, with plenty of opportunity for discussion and questions.

▪ Programme

- Introduction
 - Welcome
 - Loading and using Zoom for the first time
- Managing Meetings
 - Scheduling a meeting
 - Inviting people to your meeting
 - Joining meetings
 - Participants panel
- Zoom Etiquette
 - How to be the ultimate Zoom host
 - Coming over effectively on screen
 - Keeping your participants switched on

Cont...

- Connecting with your participants
 - Using Waiting Room
 - Whiteboard, group chat, polls and other interactive functions
 - Achieving professional presentations using Screen Share
 - Optimising for Video on Screen Share
 - Running Breakout Rooms

- Effective outcomes
 - Recording meetings
 - Sharing chat and discussions
 - Ending meetings

- Secrets to success
 - Top hints and tips
 - Keyboard shortcuts, e.g. mute, screen view

- Questions

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