

HOW TO...

DELIVER THAT VIDEO PRESENTATION



We all must learn how to use our devices to be able to host or participate in video communications.

So why not be the standout star in your team?

WHICH PLATFORM?

There are several providers which are all similar in their offer - but do check them regularly as they are constantly being updated with new features. GoToMeeting, Zoom, Teams and Google Hangout have been company favourites, especially during the pandemic.

PLAN

What are you going to say? Write a script and a story board and have a copy to hand when you present so you can stay on track with the message you want to get across.

PRACTICE (MAKES PERFECT!)

Have a mock session before your big meeting. Run through your slides and practice how long it takes you to talk through each slide. This will help you with timings and ensure you keep on track.

FAMILIARIZE

On your run through have a play with the controls, and ensure you are comfortable letting people in the meeting. Make sure your sound is at the right level and you know how to mute and unmute yourself and others! Find out how to share your screen and how to allow others to share theirs. This will ensure a professionally run video presentation.

LOOKING GOOD

Dress to impress and look smart. Try and sit opposite a window so your face is evenly illuminated by daylight, or in dark conditions have a light source that can light your face evenly to avoid shadows. Make sure your background looks professional, choose a digital one or blurred option if that makes a better impression.

BE READY.

Log on to your virtual meeting 15 minutes before, especially if you are presenting with others. This will give you time to introduce yourself or ask any questions and avoid any last minute panics.

BREAKS

If your meeting is going to be long let people know what time you will be taking a break. This means you can keep their attention for the important bits.

TAKE CHARGE!

Video calls are a great way of delivering precise information on a tight time scale so stick to the point. If attendees go off topic, ask them to take it offline or suggest a Q and A at the end.

TOP TIP:

Try to use pictures more than lots of words to describe your idea, it keeps the audience more engaged.

Helen Loomes FSSL,
Innovation Akademie, Trilux Group

#SKILLS #ARMY

WWW.SKILLSARMY.CO.UK