

Mastering the Delivery of Training with Zoom

Course objectives

This **1-day** online training enables organizations, teachers etc. train people in different physical locations over the internet via a computer, smartphone, or other device. Typical tools for this will include applications like Zoom & MS Teams.

Benefits of online training

It reduces training costs. It enables individuals to earn additional income. It also removes geographical limitations and improves social learning experiences. It saves on travel cost and time.

Target Group

- Teachers, Facilitators & Trainers
- Managers & Supervisors (for meetings)
- Members of sales team & employees
- Anyone wanting to train, hold meetings, conferences or just chat online.

Course Dates

Date: 30 Aug 2022
Registration

Time: 09h00 to 13h00

Cost: R250:00 Per
Delegate

Course Outline

Zoom 101

Zoom Meetings and Conferences

Managing the Zoom Session

1. Minimum Requirements for Zoom Equipment
2. Preparation For the Zoom Session
3. Joining a Zoom meeting
4. Naming Oneself and others
5. the Participants List
6. Zoom Views & The Speaker & Speaking functions
7. The Zoom Chat Function and Zoom Reactions
8. Zoom Screen Sharing & Waiting Room
9. Breakout Rooms
10. Recording The Zoom Session

Maximising Tools for online Teaching

1. Tools & Techniques for Training
2. Running Assessments in a Zoom Session
3. Keeping Students Present and Engaged

Register @ registration@whitehalltrading.com

Attendee Requirements: Internet Connectivity
Personal Computer or Tablet (Windows based or Mac)
Zoom link will be provided upon proof of payment