

# Power Session: Etiquette for Online Meetings

## **Aim**

To assist today's workforce with Etiquette for Online Meetings. Ensuring that our communication remains within the realms of professional even though our platforms are becoming more and more informal.

## **What Others Had to Say About this Course...**



*A modern workshop for a modern workforce*

## **Who Should Attend this Course?**

This course will benefit all staff working in a digital environment.

## **Outcome**

At the end of this workshop, the learner will be able to approach digital communication with the professionalism and confidence required.

**Duration: 1 Hour**

## Content

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What are the basics for attendance?

- What does Etiquette and Professionalism look like online?
- What's in the background

Being an ambassador for your Brand online

- Using your app correctly
- Camera on or not
- Hogging the Room
- Using the text function
- Using appropriate responses and shares

How to Host with Style

- With colleagues
  - With Clients
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