**IOI Training on „Presenting with Impact"**

**31ˢᵗ March 2022**

**Online Virtual Presentation Skills Training**

Following the success of last year's IOI online media training provided by Media First, the IOI is pleased to offer a further online training with a focus on virtual presentation skills. This training is open for IOI member institutions in good standing and aimed at staff members, who have to hold virtual presentations as part of their jobs or who aim to do so in the future.

1. **Content**

   As meeting and presenting in a virtual environment continues to be 'the new normal', being able to present yourself and the work of your office remotely, with impact, is more important than ever. Whilst many may be experienced in-person presenters and communicators, presenting themselves and their ideas in an impactful and engaging way remotely, can be a challenge. This online training will thus help to bring your virtual presentation skills to the next level.

   **Key learning objectives**

   - Build on your existing skills to become a more powerful presenter online
   - Create immediate impact by developing your 'personal brand'
   - Build trust and rapport by optimising your camera angle, audio and eye-line
   - Engage your audience with specific body language techniques for online presenting
   - Dial-up and dial-down vocal energy to sound authentic and engaging
   - Give an engaging performance to achieve 'cut-through' in a virtual world
   - Create audience-focused content to engage your audience from the start
   - Deploy a memorable message and strong call-to-action every time
   - Use structure to keep your audience with you until the end
   - Prepare quickly and creatively
   - Encourage and manage Q&As more effectively
   - Giving a more confident and relaxed performance
   - Cope when things go 'wrong' - managing a technology fail, or other!

## 2. Format

The training will be held online and will be divided into two parts.

**Part One – online, self-guided learning (1h)**

*This self-taught online course will cover the key theory behind becoming more powerful presenters. This course will need to be completed at least 2 weeks in advance of Part 2.*

**Part Two – trainer-led training, 31st March 2022**

- Morning session – Group Training (10.00-13.30, local time)
- Afternoon session – Individual 45 minutes 121 sessions (14.00-17.30, local time)

*This practical training session via video conference will include practical exercises with feedback and 121 coaching with senior presentation skills trainers.*

For Part Two, the group will be split into 3 common 'time zones' to enable members from all regions to participate. These groups will be established once delegates have successfully registered.

## 3. Participation

This one-day workshop will be conducted in **English**, workshop participants are therefore required to be proficient in English. Participation is limited to a maximum of 18 people.

The IOI is delighted to offer this high-profile training course to IOI member institutions in good standing free of charge.

In order to ensure a smooth organisation and efficient planning of the event, the IOI General Secretariat kindly asks you to fill in the attached registration form and return it via email to ioi@volksanwaltschaft.gv.at as soon as possible but no later than **9th February 2022**.

All participants must register via the attached registration form before the prescribed deadline. The following information has to be provided:

- Self-assessment of proficiency in English to be able to actively participate in the training
- Short description of your job responsibilities, where virtual presentation skills are required, and brief outline on how you might benefit from the training
- Declaration of commitment to the training to be signed by the applicant
- Declaration of support to be signed by the applicant's supervisor

In case of any questions, kindly contact the IOI General Secretariat via ioi@volksanwaltschaft.gv.at.

The IOI General Secretariat is looking forward to your active participation in the virtual presentation skills training!

Werner Amon
IOI Secretary General