

Digital Communication Skills for Modern Leaders

Communicating and Collaborating in a Virtual Work Environment

The modern workplace is rapidly changing with the continual introduction of new technologies, increase of remote employees, more virtual meetings, and high expectations for digital fluency. Unfortunately, most leaders are struggling to keep up with all the new ways to communicate and connect with remote audiences.

Digital Communication Skills for Modern Leaders is an interactive program that builds your ability to engage, encourage, and effectively lead through online collaboration. It focuses on how to use technology effectively to accomplish workplace results with distributed teams.

You will learn how to clearly communicate with remote audiences, how to gain credibility in a virtual room, and how to capture and keep attention in online presentations. You will also learn practical tips such as when to turn on the webcam in an online meeting, how to present yourself online with professionalism and poise, and what to do when technical challenges occur.

Topics covered in this 2-hour interactive, hands-on workshop include:

- Determine the best communication tools to use, and when to use them
- Gain credibility through crystal clear audio connections and confident sound
- Capture and keep attention in virtual events
- Present yourself with professionalism and poise on webcam
- Minimize and manage technical challenges that get in the way
- Encourage online collaboration and dialogue with remote audiences
- Tips for presenting in MS Teams, Zoom, and other common platforms

Delivery Details

- includes an electronic handout and resource links for further independent study.
- is led by an expert facilitator (Cindy Huggett) along with her virtual producer who assists with the technology.
- uses Cindy's virtual classroom platform (such as Zoom or WebEx).
- may not be recorded, but instead requires live online participation.
- has 20 participants or less, with each person logged in individually from their own device.