



Virtual Leadership Communications Training:  
Making Virtual Meetings and Presentations Work for You  
Topics Covered  
May 2020

HIGH LEVEL SITUATION/WHY NOW?

- Why this is important for leaders to master?
- What makes this hard?
- Key takeaways: empathy, connection, preparation are critical

MY STYLE

- What people see is as important as what you say
- How to minimize distractions, maintain focus
- Key takeaways: How to consider being your best self (appearance, tone, attitude)

MY TECH

- You're on camera so show yourself in the best light possible.
- Get your tech in order so you can focus on your content and your team.
- Key takeaways: tech tips on camera, lighting, presentation prep

MY CONTENT AND PREPARATION: MASTERING MEETING PREP

- How people experience you in this format is as much about style as substance (how and what).
- Now is the time to master the art of a good meeting.
- Structure and expectations is really important.
- Key Takeaways: meetings best practices, master your key points, how to share personal stories thoughtfully.

MY TEAM AND COMMUNITY

- Now is the time to be more sensitive to the nuance of how people engage and communicate.
- When people are more distracted and more disconnected, how do you convey key information and create a sense of belonging?
- Key takeaways: How to set the tone, how to manage the conversation, key language to use, ways to build community and connection.

ZOOM TIPS

- Tools (polls, whiteboard, chat, breakout rooms)
- Set it up right
- Group teambuilding activity suggestions

BREAKOUTS

- Set up your camera and practice your speaking voice. What's one thing that worked really well? What's one thing you'd like to see more of or less of next time?
- What are one or two things you are going to take away from today? Where is a learning edge? How might you engage with your team differently?

RESOURCES:

- Honestly Speaking Cheat Sheet
- Meetings Best Practices