

LEADERSHIP & MANAGEMENT

QNET presents:

Moving Meetings & Training Online: An introduction to web conferencing platforms

Virtual (Real Time) Session – Thursday, May 14, 2020 from 9:00 a.m. to 12:00 noon

Over the last month, many of us have had the opportunity to experience one or more online tools and platforms for meetings, training and even social events. As we transition more of our face-to-face interactions online, we'll need to select the most appropriate platform to meet our specific needs.

This half-day session is a great opportunity to gain some experience and familiarity with five of the most common web conferencing tools available for meetings, training and webinars... without a sales pitch.

- Zoom
- Adobe Connect
- WebEx
- GoToMeeting
- Microsoft Teams

You will get a behind-the-scenes look at how you can use these tools in your workplace, and explore some key considerations when moving online:

- How do I set up a session on each of the platforms?
- What functionalities and engagement tools are in each platform?
- How do I move my in-person sessions online?
- Which platform will best meet my needs?

For this session, you will only need to connect through Adobe Connect. The other web conferencing tools will be demonstrated but not actually used by participants. A quick pre-workshop activity will ensure that your computer is set up with the technology requirements prior to the session.

FACILITATOR: Marie Antaya

Marie is the Director of Eclectic Communications, a highly recognized training and consulting company. As an international speaker, author of four books and adult educator, Marie has shared her expertise with clients in private, non-profit and public sector organizations leading numerous program and course development projects. Using her combined experiences, Marie designs and delivers informative, practical online and offline programs tailored to the audience's needs. Marie has direct adult education training with her certificates in Teaching English as a Second Language, Workshop Facilitation, and Adult Education. She is certified to deliver presentations, workshops and one-on-one sessions using EQ-i 2.0 Emotional Intelligence and Myers-Briggs Type Indicator instruments. Presently, Marie is a board member with Plain Language Association International. Also, she is a Certified Training and Development Professional.

COURSE FEES & CREDITS:

This workshop is presented by QNET in partnership with APICS Winnipeg Chapter, Manitoba Aerospace, and Manitoba Education and Training.

Course Fee: \$169+GST for Members of QNET / APICS / Manitoba Aerospace / \$199+GST for Non-Members

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