



Being an online presenter including use of technology

09.30 – 16.00 Hours

Thursday, 4th March 2021

Venue:
Virtual Online

Who this is for: SAS Doctors

Educational objectives:

- Understanding the theory and practice of real world and virtual presenting
- Building skills in setting up and delivering virtual presentations
- Be able to apply these skills to local professional event

CPD approval: This programme is subject to 6 CPD points

About the trainer: Mr. Graham Knight – Res Senior Associate Business Consultant, marketer and trainer with more than 15 years' industry experience in healthcare, media and FMCG. Graham has a track-record for delivering successful outcomes and positive change. In the past he has worked with NHS commissioning and provider organisations, local authorities, GP and dental practices, networks, universities, GP Federations, multinational retail and business to business organisations, independent healthcare providers and media production houses. He has a special interest in health and social care recently leading new service development projects that focus on delivering quality and productivity through integration and new models of care. He is also a skilled trainer, having worked with universities and NHS postgraduate education centres to design and deliver MBA-level courses on medical management topics, including: ethics, project management, leadership, negotiation, reflective practice, and avoidable adverse outcomes. His training programmes are designed to deliver real-life outcomes and change in the working styles of the professional groups that attend.

Booking a place:

Please contact Ms Diane Field, Medical Education

Email: diane.field@nhs.net

T: Ext: 5051 Direct Line: 01226 43 5051 / 07591 988000

Agenda

Please ensure:

- You are in a room where you will not be disturbed
- You login in early to check your connection works ok
- Your camera and audio are both turned off
- You are comfortable
- You have access to refreshments for the 20 min break

Registration from 09.20

09.30 Setting objectives

09.40 ABC of presenting – including virtual presentations

10.00 First steps – Review of technology and its functionalities

10.20 Skills 1 – Planning a virtual presentation

11.00 Break

11.20 Exercise – Building your own virtual presentation plan

12.15 Case Study – Remote team briefings

12.35 ABC of audience engagement in a virtual setting

13.00 Lunch

13.30 Skills 2 – Running a virtual session - Hints and tips

14.20 Exercise – Individual online presentations

14.50 Break

15.10 Case Study – Virtual teams in COVID

15.50 Personal Action Plan 1

16.00 Summary & close