



# Presenting and moderating online

## Seminar objective

How do I present successfully in a virtual environment? In this seminar you will learn the specifics of presentations on online platforms and how to win over your audience. Techniques and tools will be presented with which you can successfully use the digital presentation situation and the virtual space. You will work concretely on your persuasiveness and charisma in front of the camera. By means of practical examples and transfer tasks you visualize exactly your goals and find ways to achieve them.

## Seminar content

### Preparation of a presentation:

- Basics and methods of online presentation
- Visual aids for a successful presentation
- What specifically needs to be considered in online situations?
- What exactly are the differences to the offline presentation?
- Planning a virtual presentation: Digitization

### Presenting convincingly:

- Presenting professionally: moderating digitally and in virtual space
- Leading web meetings competently at a distance
- Learning by doing: Try out your own online presentation Use storytelling to captivate listeners

### Win over the audience:

- Laughter is welcome: Wit and humor in the virtual room
- Using tools: breakout rooms and collaboration methods
- Digitally activate and motivate listeners - through chats and interactive media

## Methodology

Our seminar is based on several learning units, each of which deals with a specific question on the topic. The advantage of such a modular structure: The knowledge is imparted to you in a compact way. In the course you will first a theoretical basic knowledge, which you reflect on with the help of concrete instructions and exercises. This is done by means of transfer tasks and practical examples. You will also learn how to quickly integrate the newly acquired knowledge into your everyday working life.

## Target audience

The seminar online presenting and moderating is aimed at specialists and managers, moderators, trainers and presenters. Furthermore, to all those persons who would like to conduct professional and goal-oriented online meetings, video conferences, web seminars and other online events.

### Course ref.

KOM1018

### Participants

not more than 9 participants

### Schedule

1. Day: 10:00 - 17:00  
2. Day: 09:00 - 16:00

### Location & dates

#### Münster

12.09.2024 – 13.09.2024  
09.01.2025 – 10.01.2025  
12.06.2025 – 13.06.2025  
11.09.2025 – 12.09.2025

### Fee

1.150,00 € (ex. VAT)  
1.368,50 € (inc. VAT)



## FAX-ANMELDUNG +49 251 20205-99

Internet: [www.kitzmann.biz](http://www.kitzmann.biz)  
E-Mail: [info@kitzmann.biz](mailto:info@kitzmann.biz)  
Telefax: +49 251 20205-99

Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

\_\_\_\_\_  
Name/Vorname

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Mobilnummer

\_\_\_\_\_  
Veranstaltung                      Seminarcode

\_\_\_\_\_  
Ort                                      Termin

Firmendaten/Rechnungsempfänger

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Rechnung (Name)

\_\_\_\_\_  
Straße/Nummer

\_\_\_\_\_  
PLZ/Ort

\_\_\_\_\_  
Telefon/Fax

\_\_\_\_\_  
Branche

\_\_\_\_\_  
Datum

2. Teilnehmer

\_\_\_\_\_  
Name/Vorname

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Mobilnummer

\_\_\_\_\_  
Veranstaltung                      Seminarcode

\_\_\_\_\_  
Ort                                      Termin

\_\_\_\_\_  
Anzahl der Mitarbeiter in Ihrem Unternehmen

\_\_\_\_\_  
Kundennummer

\_\_\_\_\_  
Anmeldebestätigung (E-Mail)

\_\_\_\_\_  
Unterschrift