



**THE VOICE BUSINESS**  
SPEAK WITH CONFIDENCE

## Teleconferencing (WTC)

A great course for anyone... who wants to know how to teleconference.

### Purpose:

This course is designed to give you everything you need to know to set up a teleconference call and have a successful, distraction free telephone conference. You will learn what it takes to communicate your ideas clearly and confidently , as well as listen skilfully to other are saying over the phone.

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## You will discover:

- 10 tips for top teleconferencing
- Teleconferencing voice techniques
- The 5 types of calls
- Conference call checklist
- How to prepare for a call
- What to do after the call
- Getting your message across
- New listening skills

After this training session you should expect to feel a lot more confident in your ability to communicate effectively in meetings held over the phone.

## What you will learn:

- **Phone Speak** - breathing, diction, vocal variety and projection- making what you say more powerful, persuasive, clear and interesting - so that others will understand you.
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- **Listening Skills** -how to listen to voices and read the hidden messages in vocal tones and expressions. And how to understand foreign accents.
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- **Phone Etiquette** - how to get a grip on your emotions and attitude so that you can work well with other people over the phone.

## Scheduled Teleconferencing (WTC)

Course	Code	Duration	Location	Cost (inc gst)	Type
Teleconferencing	WTC	1 x 3 hr workshop	Australiawide	\$3495	per Group

### Class Time

Classes are available weekdays between  
**6.00am-6.00pm**

Workshops are from **9.00am-4.30pm**

### Questions?

**Email:**

[courses@thevoicebusiness.com.au](mailto:courses@thevoicebusiness.com.au)

**Phone:** 1300 922 122

### Head Office

The Voice Business,  
Level 3, 66 Berry St, North Sydney,  
NSW 2060,  
Australia

### Course Materials

CDs.Mp3 and Work notes included  
Post Course Evaluation.  
A Certificate of Completion will be awarded to  
each successful candidate.

[Click here to book your classes](#)