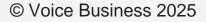


# Teleconferencing (WTC)

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.





#### You will discover:

- 10 tips for top teleconferencing
- Teleconferencing voice techniques
- The 5 types of calls
- Conference call checklist
- $\odot\,$  How to prepare for a call
- What to do after the call
- Getting your message across
- O 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)	Туре
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

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