



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

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](#)