



Virtual & Hybrid Presentation Training Package

2020

A woman with dark hair, wearing a green sleeveless dress and a name tag, stands behind a clear acrylic podium. She is speaking into a microphone and gesturing with her hands. The podium is on a stage in front of a large window. Outside the window, a red and white striped banner is visible. In the foreground, the backs of several people's heads and shoulders are visible, some looking towards the speaker. One person on the left is holding up a smartphone to take a photo. The scene is brightly lit, suggesting an indoor event space with large windows.

About Us

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CREATING CONNECTIONS THAT MATTER

Fetching Events & Communications is a boutique agency specialising in project management, event management, communications and volunteer management.

With over twenty years experience in the events and communications industry including major international events, the private sector, government and not-for-profit, Fetching Events and Communication's founder Georgie Stayches and her team are committed to making a difference in the community, whether that is education, sporting, peak bodies, associations or community services.

We are committed to working with community minded organisations that we believe in and are passionate about and that integrate with our brand values of **Excellence**, **Success**, **Compassion** and **Spirit**.

Combining our international event experience in media with our communications knowledge and skills, Fetching Events & Communications provides a fully integrated events, volunteer management and communications service.



Why Us?

DELIVERING EXCEPTIONAL OUTCOMES FOR ORGANISATIONS AND INDIVIDUALS

Whether it is developing and implementing event strategies, consulting on a series of major events, producing an event from start to finish, reviewing membership engagement activity or developing stakeholder communication plans, we can tailor our services to meet your needs.

We do not employ a 'one size fits all' motto for our projects but rather strategically plan and deliver each event or campaign to ensure it aligns with each cause and achieves its objectives.

We are renowned for our attention to detail and personalised project management. Our boutique agency ensures your project is top priority and receives the necessary attention and commitment. Our continual client referrals and repeat business are a clear indicator of the high level of satisfaction of our clients.

We will put your mind at ease by taking care of your campaign as we deliver a professional and high quality experience for your members, clients and supporters.



We Have Fetched Success For

Sport & Recreation



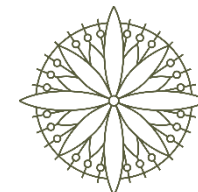
Not For Profit, Government & Community



Professional Services



Education



What They Say About Us



“What a way to start my morning!
Thankyou so much for an informative and personable
webinar.
You are such an engaging presenter as it’s your area of love
and you are so proud of it.
It comes through strong in your delivery, every time!”

Kate Serong
Co-founder
The Hub



Presentation Training

How We Can Help

DELIVERING EXCEPTIONAL OUTCOMES FOR ORGANISATIONS AND INDIVIDUALS

As the world of live events has changed, Fetching Events & Communications has helped organisations transition their events online, where appropriate.

Fetching Events & Communications understands the importance of engaging presentation skills in a virtual environment, as well as a hybrid environment. It is not just a case of transferring your presentation online, it is about understanding how people engage online and how you can adapt.

The difference between an adequate online event and a great event, is the ongoing engagement with your audience. Yet, the engagement cues we look for in live events are different to online.

In an emerging world of virtual and hybrid events, presentation skills will be more important than ever as you try and connect with multiple audiences in multiple locations and formats.

The success of an online event is not the amount of tickets sold or registrations, it is how engaged the audience were, how much information they absorbed, the length of time each attendee stayed online and the repeat attendance at future events.

We will work with you to:

- Detail the importance of presentation skills
- Provide techniques to eliminate nerves and create comfortable environments
- Clarify the different skills and presentation techniques required for in person, virtual and hybrid formats
- Provide simple tips to ensure you are 'broadcast' ready
- Educate on the behaviours of attendees during virtual events and how to maximise your engagement
- Establish key 'engagement' moments and strategies
- Guide you through all the technical elements

We are passionate about **creating amazing experiences that influence and inspire** – whether that is in person or online.



How We Can Help

We will deliver the training over three sessions (this is based on training for up to 15 people):

SESSION 1 (1.5hrs)

Background

Learn:

- Why it is important to engage
- The basics of presentation skills
- How to manage your voice
- How to speak confidently
- How to beat nerves and anxiety
- The do's and don'ts when presenting
- Your role as a speaker

The New World

Learn:

- In person vs Virtual vs Hybrid
- How to engage online
- The importance of body language
- Adjusting your presentation style
- How to read your virtual audience
- Use of training tools and props
- Tips for engaging and key presentation touchpoints
- What is important

- Detailed toolkits and cheat sheets will be provided to support each virtual event.

SESSION 2 (1hr)

Camera training

Learn:

- Camera position and set up
- What to do before your presentation
- What do during your presentation
- How to use your voice and body language to engage online
- The do's and don't of presenting online or in Hybrid events
- How to connect with your audience

Live Filming

Undertake:

- Solo presentation practice
- Panel presentation practice

SESSION 3 (1.5hrs)

Review

We will:

- Review filmed presentations as a group
- Provide effective and constructive feedback
- Provide guidance for future presentations
- Provide a recording of all practice sessions

- Summarise all learnings
- Provide a 'Next Steps' cheat sheet

Our Fees

This package can be delivered as one on one training, to a team or can be delivered in a workshop for your community members.

We can tailor the package based on the size, frequency, format and duration of your virtual or hybrid event.

Contact us today for a detailed discussion and proposal.

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