

Web conferencing is the most cost-effective way to connect to anyone anywhere in real time. It is a great way to collaborate, share and work together over the Internet. Because of these benefits it's rapidly being taken up by Salesmen, Communicators and Trainers in many different organisations.

In these four highly interactive two-hour sessions, spread over two weeks, you will learn how to use the powerful Web Conferencing tool **WebEx** to Present, Sell, Demonstrate, Inform and Teach online. Delivered using WebEx Training Centre, there is a large element of hands-on practice to allow you to understand and use all of the aspects of this incredibly versatile online conferencing tool. If you want to become expert at Online communications you must first thoroughly understand the tools you are using. This course will give you that understanding and allow you to concentrate on your message, not struggle with the delivery tools.

Session: 1 Introduction to WebEx

- **An Overview of WebEx**

Understand the different WebEx versions, Meeting Centre, Training Centre etc.

Understand the different roles in WebEx – Host, Presenter, Panellist & Participant

- **Initial View of WebEx**

Find your way around the on-screen layout

Understand the best Audio and Video options

How to use the feedback emoticons and chat area

- **Sharing in Webex**

How to share slides and Whiteboards

Application and Desktop sharing for demonstrations and training

Web Content and Browser sharing

- **Configuring WebEx**

Understand what the Session and Participant settings do.

Session: 3 Managing WebEx

- **Scheduling sessions**

Understand the different type of sessions, Registration, Open, Hidden sessions etc.

Scheduling one-off or recurring sessions

E-Commerce Options

Customising Invitation emails

- **Maintaining and Reporting**

Reporting on sessions and participants

Other settings on WebEx

Integrating WebEx to a web-site

- **WebEx Recordings**

How to record a WebEx Session

How to manage and edit recordings

- **Managing the Session**

How to invite new attendees whilst in a session

How to bar disruptive attendees

How to make a session private

Session: 2 WebEx Interaction tools

- **Polls and Tests**

How to create Polls and Tests within your session to get feedback and information from your audience

- **Breakout Rooms**

Use Breakout rooms with your participants for group collaboration

- **Hands-On Labs**

Set up "Hands On Labs"

How to use "Virtual PC's" with Webex Training Centre, a fantastic resource for Training and Instruction.

Session: 4 WebEx Tips and Tricks

- **Keeping Interaction levels high**

How best to use WebEx for Webinars, Product Demonstrations, Sales and Training.

How to use the WebEx tools to maintain a high level of audience interaction.

- **Video and Audio techniques**

Ways to use Video and Audio for maximum impact

- **Slide, Whiteboards and sharing**

How to use the WebEx facilities to create the best possible experience for your participants.