

# Virtual Meetings

**Course length:** 45 mins\*

**Course Code:** 103080BT036

**This is the final course in a series of five that give you the skills you need to hold successful meetings. It deals with the theory and practice of virtual meetings.**

## Benefits for the Learner

One of the most exciting opportunities presented by the Internet is the ability to communicate inexpensively in real time, via desktop computers. Virtual meetings allow you to see, hear, talk to and collaborate with people in different locations in Britain and around the world, without the expense of travel.

This course encourages you to consider the benefits of virtual meetings and the situations in which you may be able to replace traditional meetings with more modern, time- and cost-effective alternatives.

## Benefits for the Business

The Internet has made it possible for your managers to meet with people around the country and around the globe – without ever leaving their desks! Today's "virtual meeting" technologies give you a significant new opportunity to boost your business's productivity and avoid extended trips and unnecessary travel costs.

This course explores the various technologies behind virtual meetings and gives your managers the skills to decide when a virtual meeting represents a better use of their time and your money than the traditional, face-to-face alternative.

## What Does the Course Cover?

- The meaning of 'virtual meetings'
- The benefits of virtual meetings
- Teleconferencing
- Data conferencing
- Video conferencing
- Web
- The advantages and disadvantages
- Good practice

## How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 45 minutes to complete.

\*Courses are accessible for six months from the date of purchase.