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COMMUNICATION AND WRITING SKILLS | CWS-033

Virtual Presentation and Online Communication Skills

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Course content

Why Attend

Presenting through a screen is very different from presenting in a room. Attention drops quickly, body language is harder to read, technology can fail and audiences are only a click away from their email. Yet webinars, video meetings and virtual events are now central to how organisations sell, train, report and lead.

This Virtual Presentation and Online Communication Skills training course helps participants present and communicate with impact in virtual environments. Participants learn how to set up a professional on-camera presence, design visuals for screens, structure sessions to sustain attention, use interactive tools, manage questions and handle technical problems confidently.

Course Methodology

• The course is delivered with extensive on-camera practice. Participants deliver short virtual presentations, receive structured feedback, review recordings and refine their technique. Practical sessions cover set-up, visual design and the use of interactive platform features.

Course Objectives

• Explain how virtual communication differs from face-to-face communication

• Set up camera, lighting, audio and background professionally

• Project confidence and energy on camera

• Design slides and visuals that work on small screens

• Structure virtual sessions to sustain attention

• Use polls, chat, breakout rooms and other interactive tools

Target Audience

• Managers and team leaders who present online

• Trainers and facilitators delivering virtual sessions

• Sales and business development professionals

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- Consultants and client-facing advisers

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Course outline

Detailed course outline

Day-by-day outline for Virtual Presentation and Online Communication Skills.

Day 1 - The Virtual Communication Environment

- 09:00-09:34 | How audiences behave in virtual sessions
- 09:34-10:08 | Differences between in-person and virtual presenting
- 10:08-10:42 | Webinars, video meetings and virtual events compared
- 10:42-11:00 | Choosing and preparing the right platform
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Choosing and preparing the right platform (continued)
- 11:46-12:20 | Roles of host, producer and presenter
- 12:20-12:53 | Self-assessment of virtual presenting skills
- 12:53-14:00 | Practice: a short baseline presentation on camera

Day 2 - Professional On-Camera Presence

- 09:00-09:34 | Camera position, framing and eye contact
- 09:34-10:08 | Lighting and background for a professional look
- 10:08-10:42 | Microphones and audio quality essentials
- 10:42-11:00 | Voice, pace and energy on camera
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Voice, pace and energy on camera (continued)
- 11:46-12:20 | Posture, gestures and facial expression
- 12:20-12:53 | Managing nerves when presenting to a screen
- 12:53-14:00 | Practice: improving presence with recorded feedback

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Day 3 - Structuring and Designing Virtual Content

- 09:00-09:30 | Shorter segments and changes of pace
- 09:30-10:00 | Opening strongly to capture attention online
- 10:00-11:00 | Designing slides for small screens and low bandwidth
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Using visuals, demonstrations and screen sharing
- 12:00-12:30 | Storytelling techniques for virtual audiences
- 12:30-13:00 | Clear closings and calls to action
- 13:00-14:00 | Workshop: redesigning a presentation for virtual delivery

Day 4 - Engagement and Interaction

- 09:00-09:34 | Using polls, chat and reactions to engage audiences
- 09:34-10:08 | Running breakout rooms and group activities
- 10:08-10:42 | Encouraging participation from cameras-off audiences
- 10:42-11:00 | Facilitating questions and discussion online
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Facilitating questions and discussion online (continued)
- 11:46-12:20 | Managing large webinars and town halls
- 12:20-12:53 | Hybrid sessions with in-room and remote audiences
- 12:53-14:00 | Practice: an interactive virtual session

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Day 5 - Handling Problems and Final Practice

- 09:00-09:39 | Rehearsal and technical checks before going live
- 09:39-10:18 | Handling connection, audio and screen sharing failures
- 10:18-10:57 | Dealing with interruptions and difficult participants
- 10:57-11:00 | Follow-up materials and recordings after sessions
- 11:00-11:30 | Coffee break
- 11:30-12:06 | Follow-up materials and recordings after sessions (continued)
- 12:06-12:44 | Final recorded presentation with detailed feedback
- 12:44-13:22 | Reviewing progress across the course
- 13:22-14:00 | Personal action plan for virtual communication

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Seminar dates

Available seminar dates

Live dates and pricing for Virtual Presentation and Online Communication Skills generated from the course details page.

Date	Location	Format	Fee
21 - 25 December 2026	London	Classroom	**€2,915**
7 - 11 December 2026	Barcelona	Classroom	**€2,275**
14 - 18 December 2026	Frankfurt	Classroom	**€2,175**
18 - 22 January 2027	London	Classroom	**€2,915**
25 - 29 January 2027	Barcelona	Classroom	**€2,275**
4 - 8 January 2027	Frankfurt	Classroom	**€2,175**
11 - 15 January 2027	Geneva	Classroom	**€3,315**
22 - 26 February 2027	London	Classroom	**€2,915**
1 - 5 February 2027	Barcelona	Classroom	**€2,275**
8 - 12 February 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

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Live dates and pricing for Virtual Presentation and Online Communication Skills generated from the course details page.

Date	Location	Format	Fee
15 - 19 February 2027	Istanbul	Classroom	**€2,825**
1 - 5 March 2027	London	Classroom	**€2,915**
8 - 12 March 2027	Barcelona	Classroom	**€2,275**
15 - 19 March 2027	Frankfurt	Classroom	**€2,175**
22 - 26 March 2027	Kuala lumpur	Classroom	**€2,425**
12 - 16 April 2027	London	Classroom	**€2,915**
19 - 23 April 2027	Barcelona	Classroom	**€2,275**
26 - 30 April 2027	Frankfurt	Classroom	**€2,175**
5 - 9 April 2027	Madrid	Classroom	**€3,400**
17 - 21 May 2027	London	Classroom	**€2,915**

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Seminar dates

Available seminar dates

Live dates and pricing for Virtual Presentation and Online Communication Skills generated from the course details page.

Date	Location	Format	Fee
24 - 28 May 2027	Barcelona	Classroom	**€2,275**
3 - 7 May 2027	Frankfurt	Classroom	**€2,175**
10 - 14 May 2027	Munich	Classroom	**€2,425**
21 - 25 June 2027	London	Classroom	**€2,915**
7 - 11 June 2027	Barcelona	Classroom	**€2,275**
14 - 18 June 2027	Frankfurt	Classroom	**€2,175**
5 - 9 July 2027	London	Classroom	**€2,915**
12 - 16 July 2027	Barcelona	Classroom	**€2,275**
19 - 23 July 2027	Frankfurt	Classroom	**€2,175**
26 - 30 July 2027	Rome	Classroom	**€2,830**

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Seminar dates

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Live dates and pricing for Virtual Presentation and Online Communication Skills generated from the course details page.

Date	Location	Format	Fee
9 - 13 August 2027	London	Classroom	**€2,915**
16 - 20 August 2027	Barcelona	Classroom	**€2,275**
23 - 27 August 2027	Frankfurt	Classroom	**€2,175**
2 - 6 August 2027	Vienna	Classroom	**€3,425**
20 - 24 September 2027	London	Classroom	**€2,915**
6 - 10 September 2027	Barcelona	Classroom	**€2,275**
13 - 17 September 2027	Frankfurt	Classroom	**€2,175**
25 - 29 October 2027	London	Classroom	**€2,915**
4 - 8 October 2027	Barcelona	Classroom	**€2,275**
11 - 15 October 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

Available seminar dates

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Date	Location	Format	Fee
18 - 22 October 2027	Cape Town	Classroom	**€1,825**
1 - 5 November 2027	London	Classroom	**€2,915**
8 - 12 November 2027	Barcelona	Classroom	**€2,275**
15 - 19 November 2027	Frankfurt	Classroom	**€2,175**
22 - 26 November 2027	Dubai	Classroom	**€2,845**
13 - 17 December 2027	London	Classroom	**€2,915**
20 - 24 December 2027	Barcelona	Classroom	**€2,275**
27 - 31 December 2027	Frankfurt	Classroom	**€2,175**
6 - 10 December 2027	Geneva	Classroom	**€3,315**
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**

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Seminar dates

Available seminar dates

Live dates and pricing for Virtual Presentation and Online Communication Skills generated from the course details page.

Date	Location	Format	Fee
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**
10 - 14 May 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**
2 - 6 August 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**

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1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
15 - 19 November 2027	Online / Live	Online / Live	**€1,625**
22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**