



Virtual Communication Skills

August 11, 2022, 9:30 AM – 12:30 PM, via virtual platform

Register at (323) 833-9933 or ken@kenlodi.com, \$195/person

Thanks to technology, daily communication today is often “virtual”– taking place via digital and online scenarios. Virtual communication allows us to connect from decentralized, remote locations and have productive interactions, while saving time and money consumed by commutes and travel. But Virtual Communication requires new skills and protocols and, when done right, it can be as good as live.

We introduce a practical approach for communicating with remote teams so “virtual” becomes a collaborative, inclusive experience. Additionally, we share the steps for preparing and delivering professional meetings and presentations. We reveal the “production secrets” while improving your credibility and personal brand.

Learn More with this 2-minute Explainer Video: <https://vimeo.com/397537446>

Topics:

- Preparation activities
- Setting the stage
- Engagement and participation
- Facilitation and asking questions
- Managing time and topic
- Working in teams
- Audio / video / technology protocols
- Meeting summaries and next steps

Presenter: Ken Lodi is an accomplished author, coach and facilitator with over 25 years of experience in the leadership, training and professional development field. He has facilitated over 3,000 programs, encompassing workshops, interactive learning experiences and keynotes at organizations large and small, including the Federal Executive Board, LAPD, Disney, Northrup Grumman, Fidelity Investments, US Army Corps of Engineers. Ken has also worked as a behind the scenes coach to leaders in business, sports and entertainment. The author of Tapping Potential, Front & Center and The Bamboo Principle, Ken is passionate about discovering and teaching new ways for people to harness their innate talents and take them to the next level.

Sara Russell
SFFEB Director
415-625-7723
Russell.sara.l@dol.gov

San Francisco Federal Executive Board
Catalysts for a More Effective Government