



THRIVING IN A VIRTUAL ENVIRONMENT

With the right tools, stellar communication, and
intentional interaction!

ABSTRACT

When conducting business in a virtual environment, you can employ basic strategies to turn the boring virtual world into an exciting, memorable experience. During this highly interactive session, attendees will learn three areas in which simple changes create a presence that others can learn from, interact with and enjoy.

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Communication Tips and Tricks

The body language truth

What percentage of any communicated message is verbal (words)? _____

What percentage of any communicated message is non-verbal? _____

What percentage of the non-verbal is body language? _____

What percentage of the non-verbal is vocal? _____

Voice

Modulation/pitch

Rate of speech



Which video conferencing software do you use?

A successful virtual presence begins with:

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Virtual Presence Tips: Before the Session

- _____ the space as much as possible – use _____
- Have a _____ background
- Set your _____ on your Zoom account profile
- Wear _____ colors
- Tailor your _____
- Sit up straight or _____
- Set your computer at _____



Virtual Presence Tips: During the Session

- Leave your webcam _____
- Use a _____ eye contact strategy
- Maintain a strong _____ and slow down
- Don't become your own _____
- Use _____ body language
- Use _____ with your hands – assign idea a different gesture location
- Use the _____ as your partner



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Virtual Presence Tips: As the Host

- _____ each participant as they enter the room
- Let participants know what they need to _____
- Let participants know the _____
- Make participants aware of _____
- Encourage participants to _____ to ask or answer questions
- Encourage participants to leave webcams _____



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Virtual Presence Tips & Tricks

- Use _____ to avoid zoom-bombers
- Use _____ to help people get to know each other
- Practice video teleconferencing with _____
- Use _____ to help people feel important and connected
- Use great _____ descriptors
- Use _____ to create an interactive experience
- _____ distracting participants – _____ inappropriate users
- Be _____ and _____



Interaction for Attention and Retention

Three things we use to keep attention and promote retention are:

The Number One Tip for Virtual Success?

Wrap Up

Congratulations!

You now have a new set of tools on your virtual tool belt.

Please remember that as humans, we don't remember much unless we put it to practice and use it on a regular basis. So, practice when you return to work! Train someone in the office on the new concepts you think would be most useful.

If you have any questions about the material contained in this seminar, please contact Dr. Holly using any of the contact points listed below.

Happy Virtual Experiences!



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