

ONLINE IMAGE & INFLUENCE

COURSE INTRODUCTION

Work-from-home, remote work and online meetings have become the order of the day. In the new normal, many corporate professionals are required to migrate from face-to-face in-person meetings to face-to-face video meetings without much preparation or training. Many have the misconception that online meetings are casual and relaxing. Ignorance and indifference about their online image may jeopardise their work performance, team collaboration and professionalism.

COURSE OBJECTIVES

This course provides a practical guide on how to be camera-ready, how to interact effectively with online audiences and how to influence favourable outcomes in a virtual environment.

COURSE CONTENTS

- Understanding the impact of image and influence.
- Online business etiquette.
- Videoconferencing etiquette.
- Developing personal charisma in a virtual environment.
- Managing a professional online image on social media.

LEARNING OUTCOME

By attending this course, the participants will be able to:

- Participate effectively in online meetings and videoconferencing.
- Enhance their personal influence in the virtual workplace.
- Achieve favourable results in remote team collaboration.

WHO SHOULD ATTEND

All corporate officers and professionals who are required to organize or participate in online meetings and video conferencing.

ABOUT THE TRAINER

Kim Chow is an educator, a soft skills trainer and director of Kim Chow Communicators which owns the registered trademark KimChow@. Her experience in the corporate world has sharpened her communication skills in our multicultural and pluralistic business world. The competitive business environment has motivated her to raise the bar on her expertise in business etiquette and personal branding. As a result of her ongoing business endeavours, she has documented a vast collection of case studies which she uses in her training programmes. As a practitioner of experiential learning, her training methodology involves hands-on activities such as simulations, role-play, dramatizations, performing arts, photography, video recording and filming. The activities are followed by self-reflection and evaluations.

ADMINISTRATIVE DETAILS		
DATE	PLATFORM	EVENT CODE
16 June 2021	Webinar @ Microsoft Teams	072/21/CEP/WEB
Time	9.00 a.m. - 1.00 p.m.	
Training Methodology	Videos, live polls, live demo, hands-on practice	
Fee	RM300.00 RM250.00	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
CPE points	4	