Communication Skills: Confident Meetings & On-Screen Presence

Dates: 11/05/2027
Locations: Lisson Grove Centre

Learn how to project confidence and contribute effectively in both face-to-face and virtual meetings. Modern workplaces and community groups rely heavily on blended communication, requiring you to be equally effective around a meeting table or online. This course equips you with the vocal stamina, camera-ready body language, and meeting know-how needed to ensure your voice is heard and valued.

Entry Requirements

Minimum English level Entry 3 / Level 1 (E3/L1). Designed for anyone wanting to feel more assertive, articulate, and relaxed when meeting in person or online.

What topics does the course cover?

You will explore techniques for projecting vocal energy and maintaining engagement through a camera lens, including eye-line focus, framing, and on-screen presence. The syllabus covers the etiquette and mechanics of modern meetings: preparing key talking points, intervening diplomatically, phrasing contributions constructively, and managing virtual meeting tools with poise.

How will I be taught and assessed?

Taught through interactive workshop sessions that blend simulated round-table discussions with on-camera exercises. You will practise live contributions and receive practical tips to improve your presence in meetings.

Are there any other costs or equipment I need to get?

The full course fee is £40 for all regardless of status.

By the end of the course what should I be able to do?

You will know how to prepare for and contribute actively to meetings, present a professional, engaging presence on screen, and articulate your viewpoints clearly.

What are the progression opportunities following this course?

You can progress to Career-Ready Digital: Skills to Connect and Collaborate, Communication Skills: Writing for Impact at Work, or accredited digital and workplace qualifications at WAES.