

vitero Advanced Training for Chairs Service Description

General information:

- Goal: moderation of complex meetings in **vitero** up to teams of 20 persons
- Target groups: Persons who moderate ambitious meetings in bigger teams, e.g., project leaders, team leaders, chairmen
- Team size: 8 – 16 participants
- Requirement: **vitero** basic training for chairs, computer skills
- Duration: 1 x 120 minutes (online)
- Technical requirements: Windows PC or Mac with DSL internet connection, PC headset, webcam (optional); every participant is responsible for his hardware; for system requirements see: http://www.vitero.de/docs/vitero_sr_client_saas.pdf
- Hand-out: training materials
- Participants receive a certificate

Training contents:

- Deepening **vitero** functionalities, amongst others how to send documents/links, create bookmarks, use the webcam, adjoining rooms
- Ambitious moderation techniques, amongst others how to lead a verbal discussion round of over 10 people, get personal feedback from many participants (open card query), get anonymous opinions (point query) and deepening knowledge in online moderation
- Deepening application sharing: present applications in various views (full screen view/presentation view)
- Troubleshooting/handling common audio problems
- Deepening Vitero Management System (VMS)