

## vitero Basic Training for Chairs

### Service Description

#### General information:

- Goal: moderation of online meetings in **vitero** of teams up to 6 persons
- Target groups: Persons who lead and moderate meetings, e.g., project leaders, team leaders, chairmen, department heads, external moderators, leaders of expert teams, chairs in committees
- Team size: 4 – 8 participants
- Requirement: computer skills, no previous knowledge in online communication needed
- 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](http://www.vitero.de/docs/vitero_sr_client_saas.pdf)
- Hand-out: training materials
- Participants receive a certificate

#### Training contents:

- Basic **vitero** functionalities and communication channels (audio channel, text chat, gestures, moderation tools, change seats/roles, awareness elements, notepad, ...)
- Technical basics: adjust your own and the participants' audio settings, include participants via telephone
- Present contents in **vitero**, amongst others via application sharing; use **vitero** moderation tools; referencing in the virtual room
- Basics in the Vitero Management System (VMS); call up and prepare online meetings