

6 Tips

for your online training course



//Tips

Optimally prepare an online training course

1 Technique test

Please take time to test the technique before the training session. The training room will open for you one hour before the start of training. We will be happy to assist you.

2 Microphone

Ideally, you should use a headset for your training. During training, please make sure you mute your microphone yourself if you are not speaking.

3 Room

A quiet room with sufficient natural light is best. Please avoid disturbing noises such as street noise. During training, look towards the window and make sure that there are no hard shadows on your face. The light source should come from the front.

4 View

Look directly into the camera and thus at the other training participants. This will make them feel directly addressed. It is important that you position the camera at eye level.

5 Background

A white wall as a background ensures that the other participants focus on what you are saying. Pictures, cupboards or shelves only distract unnecessarily.

6 Clothing

Plain-coloured garments are best suited for online formats. Chequered, lined or other patterned fabrics often „flicker“ on the other person's monitor. Please refrain from wearing clinking jewellery such as bracelets or ear-rings. People who wear glasses should make sure that there are no light reflections in the lenses.

Your contact partner



Karen Just
Account Manager

089 551 78-380

karen.just@mbw-team.de

mbw Medienberatung
der Wirtschaft GmbH
Max-Joseph-Straße 5
80333 München
mbw-team.de

More tips:
mbw-team.de/Downloads