

Virtual Classroom Program – Vol 2

“Online learning has been shown to increase retention of information, and take less time” – World Economic Forum



Learning in the virtual classroom has become a robust building block of the new normal, and individuals and managers operating in today’s business world are growing increasingly savvy in making effective use of virtual learning opportunities. PeopleSmart are proud to present a new series of highly effective virtual classrooms that are

- Engaging and based on latest insights
- Easy to set-up ; flexible to deploy
- Highly interactive and learner centred
- Enjoyable to attend and transfer focused

Manager Essentials – core skills and tools for confident line management (8-12 learners)

SMART Objectives and Feedback with Impact – 120’

Align on direction and help people grow in skill and self-awareness – performance management vitals.

- ✓ Know how to agree robust and motivating priorities
- ✓ Learn and practice easy to apply feedback tools for giving and receiving constructive feedback

Effective Delegation – 90’

Make a successful shift from doing to leading – assign scope to free up time and help others grow.

- ✓ Learn an easy tool for constructive delegation in 7 steps
- ✓ Apply the neuroscience of delegation to create engagement and commitment to deliver

Coaching for Development - 120’

Communication and coaching skills for effective development discussions and robust development plans.

- ✓ Powerful listening and questioning skills
- ✓ Development planning best practice
- ✓ GROW tool for conversations
- ✓ Optimizing transfer with 70-20-10

How to Motivate – 90’

Utilise extrinsic and intrinsic motivators and grow your ability to adapt to different situational needs.

- ✓ Distinguish motivators from de-motivators
- ✓ Skill/Will – a practical tool to adapt your approach to different motivational needs
- ✓ Daniel Pink’s intrinsic motivators at work

Manage Change – understanding and embracing opportunities in times of transitions

Leading Change – Fundamentals – 90’

Understand the impact of change and strategies to create a change mind-set with stakeholders to pave the way to successful change implementation.

- ✓ Crack the code of change
- ✓ Strategies for creating a “yes, and” response to change
- ✓ Understand common challenges



Story telling – 90’

Learn how to utilize skills as old as humanity to engage, inspire, align and motivate.

- ✓ Tell it with intent for impact
- ✓ Arc-tool for an easy structure
- ✓ Understand the unique benefits
- ✓ Practice how it lands

Virtual effectiveness – skills and tools for effective online presentation & collaboration

Running effective virtual meetings – 90’

Embrace the challenges of virtual team meetings, facilitate engaging web sessions like an online pro.

- ✓ Manage purpose and agenda
- ✓ Tips for high engagement, interactivity and participation
- ✓ Make best use of platform and equipment

Virtual Presenting – 90’

Ensure your virtual presentations are engaging and dynamic includes learning, tips and practice.

- ✓ Simple, connected and authentic communication
- ✓ Body language & breathing techniques
- ✓ Structure for impact

Diversity & Inclusion – *Grow personal awareness and shape your organisation's culture*

Developing Awareness on Diversity & Inclusion – 90'

Fundamental learning to develop awareness around D&I among a wide band of leaders and leaders and individual contributors across the organization.

- ✓ *Common understanding and language*
- ✓ *Know barriers like Stereotypes & Microaggression*
- ✓ *How inclusive practices manage Diversity*
- ✓ *Identify concrete action steps for the work place*

Delivering on Diversity & Inclusion - 3 x 90' interactive webinars learning journey

In-depth learning journey for tangible impact on creating truly inclusive workplaces.

- ✓ **Interactive Webinar 1:** *Creating a Common Understanding around Diversity & Inclusion*
- ✓ **Interactive Webinar 3:** *Ensuring Sustainable Results*
- ✓ **Interactive Webinar 2:** *From Awareness to Action*
- ✓ *Transfer focussed pre-work and learning into action tasks for optimum implementation*

Making an Impact – *Growing personal effectiveness and skills for results*

Self Confidence and Charisma – 90'

Know the secrets to inspiring others, how to build a strong connection and engagement.

- ✓ *Understand the importance of charisma for leaders*
- ✓ *Develop the 3 pillars of charisma: beliefs, mental states & behaviours*

Presenting with Impact - 2 x 120'

Grow your public speaking competence and confidence – high impact practical presentation training.

- ✓ *Effective non-verbal and verbal skills*
- ✓ *Manage stress and stage fright*
- ✓ *Take charge from start to finish!*
- ✓ *Control audience perceptions and questions*

How you will learn?

Our web-sessions will be delivered using Zoom or your preferred virtual conferencing platform. They focus on learner engagement and transfer and are all interactive and participative, combining different methodologies to accommodate participants' learning styles for highest levels of learning. We use

- Examples and cases from own work place
- Presentations and feedback from peers and facilitators
- Break-out activities, energizers and videos
- Pre-session tasks and follow-up activities to anchor learning



PeopleSmart trainers –experts with master skills in online-facilitation

Our team of facilitators are *highly experienced* in the design and delivery of virtual learning sessions and understand the fundamental difference between face-to-face and virtual learning. They are all *expertly trained* in handling online learning environments and create the most engaging learner experiences. All our experienced facilitators are *multi-lingual and we can* deliver all learning events in a multitude of languages.

Investment

90' virtual learning sessions and 60' sessions include full session set-up, delivery and production services.

Contact us to discuss our offer and to request price information and more detailed session descriptions. Our offering is growing every day – sessions and programs to be released soon include exciting topics such as

- Business Ethics
- Lead with Emotional Intelligence
- Taming the 3 headed change monster
- Leadership for the VUCA world

Go virtual – PeopleSmart are experts at designing bespoke courses and converting existing learning arrangements into high impact virtual experiences. We can upskill your internal resources to deliver effectively too. Talk to us about a bespoke solution for you!

