



# VIRTUAL CLASSROOM PROGRAM

**VOL #1**

---

**“Online learning has been  
shown to increase retention of  
information, and take less  
time”**

*- World Economic Forum*

**According to the World Economic Forum 'research suggests that online learning has been shown to increase retention of information, and take less time' so the trend towards flexible online learning solutions is here to stay. PeopleSmart offer virtual classrooms that are**

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

## **HOW YOU WILL LEARN?**

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

We use:

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

## **COLLABORATION PLATFORMS**

We use digital collaboration platform technology to help learners connect and collaborate before, during and after sessions. Talk to us about a bespoke solution for your organization.

## **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 differences 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. We are able to deliver all learning events in a multitude of languages.



## OUR BEST VIRTUAL WORKSHOPS

for 8-12 learners

### Exploring Emotional Intelligence – 90'

The World Economic Forum defines emotional intelligence as 1 of the top 10 skills in tomorrow's future world of increasing digitalisation, automation and the virtual world of work. You learn

- Fundamentals on E.I. behaviours
- El impact on performance and well-being
- Confidence and competence to demonstrate more EI in your everyday work & personal life



### Time Management for productivity and personal effectiveness – 90'

Practical strategies to create a time management plan, deal with the main time-wasters and acquire positive habits for continued good time management practice.

- Gain awareness of individual beliefs
- Learn tools to plan and prioritize effectively
- Manage main time-killers
- Measure own effectiveness

### Conflict Management – 90'

Conflict is one of the most difficult challenges facing managers. Successful leaders know that conflicts cannot be avoided so learn to address and resolve them effectively.

- Understand the dynamic of conflict
- Understand your own reaction to conflict
- Foster constructive responses to conflict
- Inspiration for a competent conflict culture



### Resilience & Mindfulness – 90'

This webinar provides insights and suggests steps you can take to maintain and increase your personal well-being when faced with adversity.

- Understand the biology of stress & emotions
- Know yourself & personal stress levels
- Respond effectively to strong emotions and improve your impulse control

## OUR BEST VIRTUAL WORKSHOPS

for 8-12 learners

### Speaking on the point – 90'

In this session, you will dive into powerful and easy to apply tips in order to communicate your messages clearly and succinctly

- Increase engagement and credibility with your target audience(s)
- Be more focused on your intonation, prosody and pace when speaking



### Succinct Writing – 90'

Effective written communication is essential in our business whether it be an email, internal, external documentation or press release

- Know how to create “reader-friendly content” with impact
- Be more aware of how to leverage attitude and perspective

### Work-life integration (tips and tricks for working effectively at home) - 60'

A range of practical tips and tricks on how to make working from home productive whilst looking after your personal well-being. You will learn a series of tools and tips around

- Working context – no one-fits-all solution
- The practical side, ergonomics & connectivity
- Agreements with your team
- Taking care of yourself



### Introduction to co-active learning – 90' + 1-2 real-life co-active learning sets for up to 6 learners

The co-active learning method offers a proven toolkit for focussed thinking and creative problem solving with others that harnesses the value of different perspectives on problems and actionable solutions.

- Learn a powerful technique for collaborative problem-solving at work
- Improve management practices such as coaching, supporting, collaborating

## OUR MOST POPULAR AND SUCCESSFUL PROGRAMMES

**Leading Virtual Teams** - 3 x 90' virtual classroom modules (also run as separate modules), for 8-12 learners

This modular program equips participants with clarity and a good understanding of the main challenges of leading remotely dispersed teams. They will leave equipped with skills and tools to

- Lead across functional/geographical borders
- Lead across cultures
- Manage performance remotely
- Engage and develop virtual teams



**Cross-Cultural Competence** - 3 x 90' virtual classroom + GlobeSmart profile, for 8-12 learners

These 3 modular webinars focus on building core skills for a deeper and broader cross-cultural competence.

- The definition of culture and its importance
- Practical tools for adapting to culturally diverse situations.
- Learners individual cultural preferences and their impact on work
- Individual culture preferences profile report

**Go virtual** – PeopleSmart is an expert 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 your organization.



**Contact us to discuss our offer and to request more detailed session descriptions. Our offering is growing every day – learning topics to be released soon include:**

- *Leading others through Change,*
- *Motivating Teams,*
- *Coaching Skills,*
- *Influencing & Negotiation Skills,*
- *Setting Objectives & Giving Feedback,*
- *Presenting with Impact*