

# VIRTUAL CLASSROOM PROGRAM

**VOL #2**

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**“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 is proud to present a new series of highly effective 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.



# MANAGER ESSENTIALS

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

## SMART Objectives and Feedback with Impact – 120'

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

- Know how to agree on 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
- GROW tool for conversations
- Development planning best practice
- 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
- Daniel Pink's intrinsic motivators at work
- Skill/Will – a practical tool to adapt your approach to different motivational needs

## 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 mindset with stakeholders to pave the way to successful change implementation.

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



### Storytelling – 90'

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

- Tell it with intent for impact
- Understand the unique benefits
- Arc-tool for an easy structure
- 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
- Make the best use of platform and equipment
- Tips for high engagement, interactivity and participation



### 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
- How inclusive practices manage Diversity
- Know barriers like Stereotypes & Microaggression
- Identify concrete action steps for the workplace



### 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 2: From Awareness to Action
- Interactive Webinar 3: Ensuring Sustainable Results
- Transfer focussed pre-work and learning

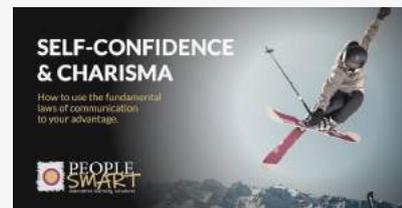
## MAKING AN IMPACT

*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
- Take charge from start to finish!
- Manage stress and stage fright
- Control audience perceptions and questions

**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 - 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.**

