

Webinar Sessions for Professional Development

During these unprecedented times, many clients have asked us about supporting their staff who are either working for home or on Furlough. We have therefore developed this offering of 3-hour Interactive Personal Development Webinar Sessions for staff.

Each session can be booked for up to 12 of your staff on any one session. All we need from you are their email addresses and we will send them the link to join the Video Conferencing session at the agreed time. Each Webinar is delivered by one of our brilliant Associate Trainers who can offer your teams practical skills and confidence in the selected area.

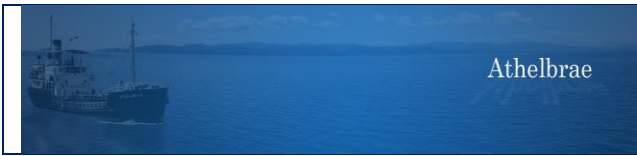
This approach to learning makes good use of their time whilst they are working remotely or on Furlough, provides some great social interaction with colleagues during these difficult times and gives them new skills to continue applying once we are out the other side.

1. Business Skills

Active listening techniques
Change – Managing and working with Change
Influence & Persuasion
Presentation Skills
Principles of Project Management
Sales - Client development Plans to drive sales activity and improve sales pipeline.
Time Management - 5 ways to greater productivity
Time Tools for the Remote Worker

2. Well-Being

Building Resilience in Uncertain Times; - sharing practical tools and techniques but also allowing space for people to process their own emotional reactions to recent events
How to survive from home – practical strategies to help you work productively
Well-being and Resilience – Stress survival strategies

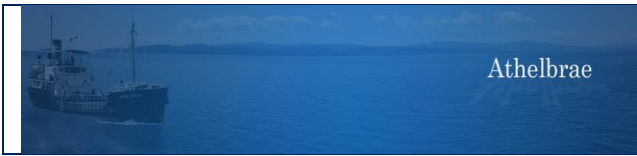


3. People Management

Appraisals - getting the best out of the process
Coaching Remotely
Compassionate Leadership: How to keep your team focused and productive during uncertainty
Conflict/Stress management for owners and/or their people
Giving and Receiving Feedback
Leading and Managing a Remote / Virtual Team
Managing Performance From a Distance
Mediation - workplace mediation
Motivating Your Team
Online Team Meetings
Succeeding with difficult people & difficult topics - achieving a positive outcome through support & challenge
Supporting Yourself and Your team – Practical application of coaching techniques including Cognitive Behavioural Therapy
Virtual One to Ones
Working Remotely Successfully

4. Legal, Finance & Governance

Book-keeping for beginners – keeping track of the financials
Contingency Planning for your business for the future for Key Staff
Directors duties
GDPR - What does Covid 19 and Working from Home mean for GDPR and data privacy (an outline of the guidance from the ICO)
Keeping Your Business Flowing – Cashflow v. Profit
Security - Why do hackers love Covid 19 (sharing some of the vast number phishing and malware attacks being committed since the outbreak started)
Security risks of home working during Covid 19 (common pitfalls of using own devices or less secure firewalls to undertake work)
Understanding the Language of Business – offering practical understanding of financial terms and their importance to your business model



5. Developing Your IT / Computer Skills. (Maximum 6 – 8 Delegates)

Excel Fundamentals Part I - Using a spreadsheet, Navigation Tip and Tricks, Formatting a Professional Spreadsheet, Sheet Management, Highlighting Techniques, Autofill and FlashFill

Excel Fundamentals Part II - Creating a Basic Formula and Understanding how they work. Absolute and Cell Referencing, Creating a Basic Professional Chart, Formatting a Table

Excel Intermediate - Part I - Recap of Formulas, Filtering a Datalist, Advanced Filtering, Working with Views, Grouping Sheets

Excel Intermediate - Part II - Working with Large Spreadsheets, Hyperlnks, Designing Charts, Sparklines,

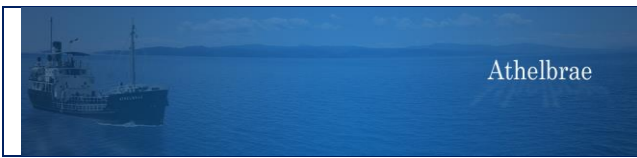
Word - Tips and Tricks - Shortcuts to Speed up Using MS Word - QuickParts, Quick Keys, Formulas in Tables, Tabs

Word for Long Documents - Creating Styles within a Document, Modifying Styles, Using Styles for a Table of Contents, Outline View

PowerPoint Part I - Getting Started; Understanding & Customising the Interface; Creating and Formatting Presentations; Adding Shapes and Art to Your Presentation; Viewing and Printing Your Presentation; Tips and Tricks

PowerPoint Part II - Understanding Shapes - grouping/order etc; Working with Pictures, Diagrams, Charts and SmartArt; Creating a Master Slide; Adding Multimedia; Transitions, Slideshows and Timings

Each 3-hour session is charged at £750 (+VAT). Please contact Kate@athelbrae.co.uk to book your session.



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1. Business Skills

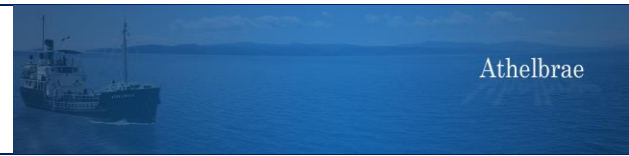
Active listening techniques	HP
Change – Managing and working with Change	EB
Influence & Persuasion	SP
Presentation Skills	SP
Principles of Project Management	SP
Sales - Client development Plans to drive sales activity and improve sales pipeline.	SPa
Time Management - 5 ways to greater productivity	MR / SP / LD / SG
Time Tools for the Remote Worker	MR

2. Well-Being

Building Resilience in Uncertain Times; - sharing practical tools and techniques but also allowing space for people to process their own emotional reactions to recent events	HL
How to survive from home – practical strategies to help you work productively	LP
Well-being and Resilience – Stress survival strategies	EC

3. People Management

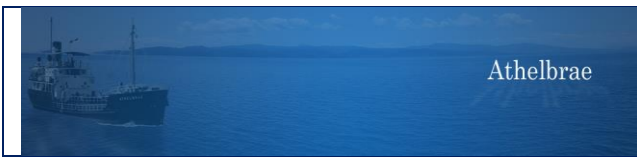
Appraisals - getting the best out of the process	SG
Coaching Remotely	MR /SR
Compassionate Leadership: How to keep your team focused and productive during uncertainty	HL



Conflict/Stress management for owners and/or their people	SPa
Giving and Receiving Feedback	SP
Leading and Managing a Remote / Virtual Team	MR / SP / LP
Managing Performance From a Distance	MR
Mediation - workplace mediation	HP
Motivating Your Team	MR /SP
Online Team Meetings	MR
Succeeding with difficult people & difficult topics - achieving a positive outcome through support & challenge	SG
Supporting Yourself and Your team – Practical application of coaching techniques including Cognitive Behavioural Therapy	LP
Virtual One to Ones	MR
Working Remotely Successfully	MR

4. Legal, Finance & Governance

Book-keeping for beginners – keeping track of the financials	DP
Contingency Planning for your business for the future for Key Staff	SPa
Directors duties	HP
GDPR - What does Covid 19 and Working from Home mean for GDPR and data privacy (an outline of the guidance from the ICO)	AS
Keeping Your Business Flowing – Cashflow v. Profit	DP
Security - Why do hackers love Covid 19 (sharing some of the vast number phishing and malware attacks being committed since the outbreak started)	AS
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