

## Our Virtual Training Capabilities

When you have a large team spread across different locations, our interactive virtual and online training options are a great alternative to in-person workshops. These fast-paced sessions provide participants with tips, techniques and strategies for improving their business communications.

Choose from our existing virtual training and online learning options below. We are also pleased to customize our training to meet the specific needs of your target audience.

### Writing Skills

#### **Grammar workshop (60 minutes)**

Learn subject-verb agreement, noun-pronoun agreement and how to be gender neutral.

#### **Punctuation workshop (60 minutes)**

Learn best practices for using apostrophes, commas and semicolons.

#### **Email Etiquette virtual workshop (60 minutes)**

This webinar clearly lays out the principles of email etiquette and teaches you how to use email with courtesy and professionalism.

#### **Executive-Ready Writing (1 day)**

This course helps you develop the writing skills you need to convey bad news with diplomacy and persuasive recommendations to senior executives. This is a three-part solution with options for additional support.

#### **Professional Business Writing virtual course (1 or 2 days)**

This virtual course shows you how to address the needs of your readers and write short documents that are clear, concise and persuasive. These skills immediately improve the productivity of both writers and their readers. This is a three-part solution with options for additional support.

#### **Effective Business Writing online course**

This 4-hour online business writing course shows you how to address the needs of your readers and teaches you a process for creating documents that are clear, concise and persuasive. The skills learned immediately improve the productivity of writers and their readers.

#### **Individual Document Feedback**

Before or after a workshop, our facilitator can assess participants' writing. This option is very powerful and can be added to any of our writing workshops. We particularly recommend adding individual document feedback to our shorter courses, since they focus on introducing the content and provide limited time for practice.

## Presenting Skills

### **Getting Ready to Present (90 minutes)**

In this webinar, learn to include information your audience needs, quickly generate and draft content, apply a reliable framework to quickly shape your message, and design visuals that enhance your message.

### **Delivering Compelling Presentations (1 day)**

Delivering presentations that engage the audience and convey a clear, persuasive message is challenging for any presenter. This virtual course gives you greater confidence when speaking to audiences of any size and level. You leave with the ability to give presentations that capture your audience's attention and motivate them to act.

### **Presenting to Groups (2 days)**

It's important to present with impact and confidence to achieve your business goals and advance your career. This two-day, three-part solution gives you the strategies and method you need to write a clear presentation; and engage, persuade and impress your audience every time you present.

### **Scientific Presentations (2 days)**

Scientists need to speak with impact and confidence to sound credible and convey the significance of their findings. They may also need to present scientific material to non-scientific audiences. You leave this three-part course with noticeably enhanced presentation skills and more confidence in your ability to speak in front of groups.

## Meeting Skills

### **Making Virtual Meetings Work (1 day)**

Given the amount of time we spend in meetings, we need to make them work better. This workshop helps you minimize the number of meetings you have, keep them shorter and make them more productive.

## Coming Soon...

- Communicate with Impact
- Facilitating High Impact Learning
- Report Writing