



Quick Checklist: Virtual Learning

INSTRUCTOR-LED WEBINARS

[Click any underlined title to see full description of programs](#)

[Assertive Communication](#): 90-minute webinar for leaders and others to learn how to use an appropriate level of assertiveness in communicating and use active listening to build understanding.

[Business Correspondence](#): One-hour webinar helping individuals improve their writing skills including structuring drafts and editing. This webinar helps to ensure writing conforms to professional standards.

[Doing the Tough Stuff Well](#): Two-hour webinar for leaders to better deliver difficult messages—those that are tough for the sender to give and for the receiver to hear.

[Executive Communication & Influence](#): Series of three one-hour webinars that addresses best practices in presenting your ideas to senior leaders of organizations—in order to get buy in and specific action from them. Webinars in the series includes: Creating Clear Messages, Increasing Influence and Handling Challenges.

[Giving & Receiving Feedback \(versions for managers and employees\)](#): 90-minute and two-hour webinars designed for managers to learn how to give formal feedback, especially as part of a performance review or appraisal discussion, and for employees to learn how to analyze their own performance.

[Indispensable Assistant](#): 90-minute webinar that helps you learn to clarify expectations and set up-front agreements about goals, job duties and assignments as an assistant.

[Influencing For Results: Interaction Styles in Action](#): 90-minute webinar to build influence skills for team members and others using Interaction Styles. Webinar includes web-based completion of SOLO IS (an online Interaction Style Self-Profile and Guidebook).

[Leading from A Distance](#): 90-minute webinar that covers the core topics leaders can use for a distance working arrangement to work effectively.

[Leading in Turbulent Times](#): Two-hour webinar series on dealing with change and transition, including case studies and specific actions to improve effectiveness of teams.

[Leading Through Transformation](#): 90-minute webinar on how to lead organizational transformation and how to build followership.

[Generational Differences](#): 90-minute webinar on dealing with different generations in the workplace and practical strategies to bridge differences in expectations.

[Organizational Savvy](#): 90-minute webinar on managing organizational politics in a way that builds relationships and avoiding barriers to being influential.

[Resiliency in Action: Bouncing Back From Challenges](#): 90-minute webinar to learn the key activities individuals can undertake to support personal and team resiliency.

[Self-Management & Use of Time](#): One-hour webinar to help individuals plan, prioritize and structure their time in order to be most effective.

[Team Effectiveness \(with DiSC\)](#): A 90-minute or two-hour interactive session for team members to better understand themselves and others using knowledge of working preferences. This webinar includes completion of an individual Everything DiSC® report for individuals and review of group report for teams.

[Wellbeing While Working From Home](#): A 60-minute webinar will help you build resilience through maintaining trust across distance with action steps, balancing relationship and task information with specific tips, developing a supportive structure for teams who aren't face-to-face, communicating across distance, cues that there may be issues and checking assumptions.

[Working from a Distance](#): 90-minute webinar for remote employees to learn strategies to successfully work remotely including how to accomplish teamwork and collaboration without having daily face-to-face contact with others.

OTHER AVAILABLE VIRTUAL DEVELOPMENT

- [360 Feedback Report with Debriefing](#)
- [Emotional Intelligence \(eQi\)](#) with Virtual Debriefing [Executive Coaching](#)
- [Harrison Assessment with Virtual Debriefing](#)
- [Hogan Leadership Series \(HPI, HDS, MVPI\)](#) with Virtual Debriefing Virtual Individual or Group Coaching

Contact Us for More Information:
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