



Highly Interactive *online* Trainings



... on New Way of Work

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VITALITY
IN
“NEW WORK”

1. Managing Stress

Protecting yourself in challenging times

Ongoing stress can be harmful for health and wellbeing. Excessive demands, limited resources and unrealistic time frames are daily routine for many of us working in a professional environment. Since avoiding those stressful situations is sometimes not a feasible option, we have to learn to cope with it better. Understanding the stress mechanics is a key to manage stress successfully on an individual base.

Goal of this Live Online Training is to equip you with insights and tools that will help you to develop your own stress coping strategies

After attending this Live Online Training, you will...

- know and understand the three cornerstones of the **stress triad**
- identify options to **influence** your **individual stress level**
- develop first **coping and balancing strategies** to stay calm and healthy in turbulent situations

Design of the Live Online Training

Set-up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	As <i>PreWork</i> you prepare a set of situations that trigger your individual stress level significantly
Course flow	You <ul style="list-style-type: none">▪ gain input on the psychological aspects of stress reactions▪ work on your individual stress coping strategy▪ will apply stress reduction techniques

PostWork

As *PostWork* you have the option to get together with a learning partner (virtually or physically) to reflect on your practical experiences while implementing and intensifying your learnings).

Individual Coaching available on request.
(An additional charge will apply here.)

Registration Information

Group size	max. 10 participants
Prerequisites	No prerequisites for participation

2. Powerful, energetic and fit

Dimensions of physical and mental health

Our daily lives demand a lot from us - both professionally and privately. Most of us try to master the balancing act between work, family life, household, and leisure time. And we try to do it in such a way that none of it is neglected. Especially in professional life, we are confronted with new challenges every day. Not only is the amount of work constantly growing, but the demands are also increasing. Added to this are time pressure and constant availability. Most of the time we are doing several things at once. We get into permanent stress and feel like a battery to which too many devices have been connected. This is anything but beneficial for our physical and mental health. Cardiovascular diseases, depression or burnout can be the result. This makes it all the more important to recharge our batteries regularly and in a targeted manner.

Goal of this Live Online Training is to equip you with the knowledge and tools

- to better master professional challenges with specific techniques to boost your own resources
- to stay productive & high performing with the help of proper exercise and a healthy diet
- to integrate regular breaks and phases of regeneration into your daily work routine
- to create a "healthy" everyday working life with the right tips and tricks

After attending this Live Online Training, you will...

- know how the **current understanding of health** is defined
- know how to **stay energetic** and **build/expand your own resources**
- know how you can **cope with strong stresses better**
- know what you can do to behave in a health-promoting way and thus be able to organize a **healthy everyday working life**

Design of the Live Online Training

Set up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	As <i>PreWork</i> you collect situations from your area of work & responsibility that you will work on in the training.
Course flow	<p>You</p> <ul style="list-style-type: none">▪ learn how to use your energy reserves better and how to promote your own resources with different methods▪ will apply them to yourself in different work situations using practical examples▪ will actively work on challenging situations that you bring from <i>PreWork</i> into the training
PostWork	As a <i>PostWork</i> you have the chance to reflect on your practical experiences in a learning partnership and to support and advise each other in your own current change processes in the medium term.

Registration Information

Group size	max. 10 participants
Prerequisites	No prerequisites for participation

3. Self-care training in turbulent times

Border management tactics in times of social distancing

Due to the constantly changing world of work, we are confronted with new framework conditions and new stresses every day. Aspects such as globalization, digitalization, the increase in freelance workers instead of permanent employees and finally, the outbreak of the Corona pandemic have made home office a part of everyday life for many of us. While working from home used to be the dream of many employees, the reality is unfortunately often different and presents us with new challenges. Even if we now perceive this as "normal", we suffer especially psychologically from these drastic changes.

Goal of this Live Online Training is to equip you with the knowledge and tools

- to better master professional challenges with targeted techniques to promote your own resources
- to achieve a better handling of the "new" everyday life
- to learn to better distinguish yourself by creating a work-life balance
- to increase your own resilience with the right tips and tricks.

After attending this Live Online Training, you will...

- know what **influences our health**
- know what exactly is meant by **load and stress**
- know what **stress** means and accept that it cannot always be avoided
- know how to generate **self-efficacy**

Design of the Live Online Training

Set up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	As <i>PreWork</i> you collect situations from your area of work & responsibility that you will work on in the training.

**Course
flow**

You

- will learn techniques to increase your energy, to manage stress better and to build up your resources
- will apply them to yourself in different work situations using practical examples
- will actively work on challenging situations that you bring from PreWork into the training

PostWork

As a *PostWork* you have the chance to reflect on your practical experiences in a learning partnership and to support and advise each other in your own current change processes in the medium term.

Registration Information

Group size	max. 10 participants
Prerequisites	No prerequisites for participation

4. Well-Being & Resilience

How to promote your own resilience and well-being even in challenging times

High demands, limited resources and a rapid succession of change processes are part of everyday (professional) life for many: double burdens in remote working or through hybrid team constellations increase the level of demands even more. Since stressful situations sometimes cannot be avoided, it is important to maintain and strengthen one's own resilience. Findings and methods from the fields of positive psychology, mindfulness and resilience research provide important suggestions for this.

The goal of this live online training is to equip you with tools and insights that will help you increase your well-being in everyday life and enable you to "digest" stress better.

After attending this Live Online Training, you will...

- know ways in which you can maintain and promote your own **well-being and resilience**
- reflect on the **influence of emotions** on resilience and how you can use this to promote your own well-being
- be able to use your **own strengths** more consciously to increase your personal well-being
- have a **plan** customized to your person & situation to take the first steps toward resilience building

Design of this Live Online Training

Set-up 4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)

PreWork As a *PreWork*, you will receive some questions to assess your own well-being.

Course flow You

- gain an insight into the findings and concepts of research on the topic of well-being & resilience
- learn about a core concept of positive psychology (PERMA)
- experience the effect of resilience-building exercises
- reflect and plan how you can use this knowledge to strengthen your own resilience

PostWork As a *PostWork*, you will have the chance to reflect on your hands-on experience in a learning partnership (virtual or physical) while implementing and intensifying your learning experiences.

Registration Information

Group size max. 10 participants

Prerequisites No prerequisites for participation

Note for managers

In the advanced module "Wellbeing in Leadership" you will deepen the application of the concepts in the context of your leadership activities.

5. Your personal Purpose for a meaningful Life

How to identify and describe your personal "Why"

The changes brought about by the New Way of Work have eroded many self-evident truths, and many people are confronted with the question of what is really important in their lives.

The certainty of doing something meaningful provides one of the greatest sources of strength in work and in life. Current studies show impressively that "meaningful life" can have enormous effects on health and efficiency. While companies are publicly concerned with defining and communicating their "purpose", the question of the personal "why" often poses a great challenge.

In the meantime, pragmatic approaches are available to track down this personal purpose, to put it into words and to use it as a powerful orientation aid in life.

The goal of this live online training is to accompany you in a process that gives you space to deal with the question of what is "really important" and enables you to write a first draft for a personal "Purpose".

After attending this Live Online Training, you will...

- have taken the first steps toward describing your personal purpose
- be able to use your personal "Why" as a guideline for fundamental decisions
- have an additional energy resource available for the challenges in your private & professional life

Design of the Live Online Training

Set-up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom) +2 - hour follow-up after 3-4 weeks
PreWork	As <i>PreWork</i> , you will receive some biographical questions for personal reflection.
Course flow	You will <ul style="list-style-type: none">▪ receive an overview of the background, benefits and procedure for the development of a personal Purpose▪ conduct biographical conversations in a dyadic constellation▪ create a first draft of a purpose statement▪ reflect on how you can use your own strengths to give the "Purpose" more space in your professional and private life
PostWork	As a <i>PostWork</i> , you will have the chance to reflect on your hands-on experience in a learning partnership (virtual or physical) while implementing and intensifying your learning experiences.

Registration Information

Group Size	max. 10 participants
Prerequisites	Willingness and interest to deal with personal issues also in conversation

LEADERSHIP
IN
“NEW WORK”

6. Healthy Leadership at a distance

Healthy and satisfied employees in times of “distributed work”

From one moment to the next the Corona pandemic has turned all our lives completely upside down. Many of us have unexpectedly had to swap our desk in the office for an often improvised workplace at home. Home office has become part of everyday life. This poses some challenges for employees and employers alike. New individual management methods are needed to make the working day as normal as possible, to keep the team together even at a distance, to give employees a feeling of security and, finally, not to lose sight of the company's success.

Goal of this Live Online Training is to equip you with the knowledge and tools you need in order to

- be able to optimally master your tasks as a manager within the framework of healthy leadership, even at a distance
- recognize the entrepreneurial value of each individual employee
- better counteract the effects of presenteeism and absenteeism
- optimize your leadership behavior under difficult conditions with the right tips and tricks

After attending this Live Online Training, you will...

- know how other leaders deal with the situation of **leading hybrid teams**
- how to exercise your **role as a leader in a new way**
- be equipped with **best practices** and inspired by different, **new impulses**

Design of the Live Online Training

Set up 4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)

PreWork

As *PreWork* please reflect on the following questions:

- Who am I as a leader?
- What are my strengths?
- How can I use my strengths in the new context?
- What challenges exist?
- Where are new opportunities emerging?

**Course
flow**

You

- develop solutions to the most important challenges of virtual communication.
- decide for yourself which agreements are helpful for the whole team and necessary for successful cooperation.
- receive specifically applicable suggestions for immediate implementation.

PostWork

An important lever for an optimal learning effect is networking among the participants. The interactive format also serves this purpose. In addition, a systematic exchange is moderated in the training afterwards to ensure the transfer of learning.

Registration Information

Group size	max. 10 participants
Prerequisites	No prerequisites for participation

7. Leading between Home and Office

The challenges and best practices of hybrid leadership

Leadership today is both the same as it always was and yet completely different. The fundamentals have not changed: Leaders are still expected to manage information, empower employees and make decisions. In a hybrid setting, however, leaders have to re-invent the HOW of their leadership practice.

Goal of this Live Online Training is to equip you with pragmatic tips with high impact on how to effectively merge analogue and digital methods of collaboration to increase your hybrid leadership effectiveness.

After attending this Live Online Training, you will...

- know how other leaders **effectively manage** hybrid teams
- understand which **alignments** are needed to help your team high perform
- be ready to ensure a smooth and **fair flow** of information in your team
- exchange best practices and be encouraged to **innovate**
- have a list of **concrete measures** to implement for immediate impact

Design of the Live Online Training

Set up 4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)

PreWork As *PreWork* you reflect on the following questions:

- How can I be an effective leader in a hybrid context?
- Where are the pitfalls? Which opportunities open up?

**Course
flow**

The session will provide trainer-led input but will also draw its effectiveness from the insights, old reflections, and experiences of the participants.

You will

- exchange Best Practices with your colleagues
- reflect on how you do handle team communication and how it might need to adapt in a hybrid environment
- understand how you might make better decisions regarding who needs what from you

PostWork

To anchor the learning content more effectively you will be encouraged to partner up and consider the practical applications on your daily leadership practice.

Registration Info

Maximum	10 participants
Prerequisites	No prerequisites for participation

8. “Managing Stress“

The leader’s task: Caring for yourself and your employees

If stress continues over a longer period, it can not only be a strain on your psyche, but also on your health.

Demanding requirements, limited resources, and overly-ambitious time schedules are a part of our everyday business lives. From a management viewpoint it's clear that stress-causing situations can't always be avoided. Therefore, it becomes more and more important to develop effective methods to manage stress. The key to this lies in understanding the mechanisms involved in stress processes.

Goal of this Live Online Training is to equip you with the essential knowledge and tools which enable you to develop your own stress management strategies, while also recognizing warning signals and stress situations of your employees.

By attending this Live Online Training, you will...

- know and understand the **three levers in the stress triangle**
- recognize **early warning signals** indicating an increased stress level
- identify possibilities to **influence your personal stress level**
- develop approaches to deal with stress while **staying calm and healthy even in challenging situations.**

Design of the Live Online Training

Set-up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	As a <i>PreWork</i> please note down a number of situations which trigger stress for you.

Course flow

You ...

- gain insights into the psychological aspects of the stress mechanism
- develop your own personal stress management strategies
- reflect on potential stress factors for your employees

PostWork

As *PostWork* you have the option to get together with a learning partner (virtually or physically) to reflect on your practical experiences while implementing and intensifying your learnings.

Registration Information

Group size	max. 10 participants
Prerequisites	This HIT is geared to managers.

9. Onboarding new team members

Virtual and face-to-face – How to make onboarding succeed

With the change to a virtual and hybrid way of collaborating our work lives have changed dramatically. The change is particularly pronounced in onboarding team members new to the team and possibly the organization.

Goal of this Live Online Trainings is to focus on how onboarding can be efficient and effective, how best practices can be adapted to a virtual context and how virtuality can also mean new opportunities.

After this Live Online Training you will...

- know which **steps are essential** for a successful onboarding process
- have solutions for the challenges posed in a **purely virtual setting**
- appreciate successful onboarding as a **holistic process** with several players, from manager, team, other colleagues and, not at least, the new team player themselves.

Design of the Live Online Training

Set-up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	<ul style="list-style-type: none">▪ As a <i>PreWork</i>, you think back to your own onboarding. What was particularly helpful? What would you have liked to be different?
Course flow	You ... <ul style="list-style-type: none">▪ will learn the relevant levers for onboarding and which ones you can influence▪ will develop a clear picture of who can contribute what to accelerate the process

- receive, exchange and discuss best practice examples on how to make the onboarding sustainable

PostWork

As a *PostWork*, we recommend small peer sessions to deepen the insights, network, and information exchange.

Registration Information

Group size	max. 10 participants
Prerequisites	No prerequisites

10. Virtual Leadership 2.0

Expand your leadership style for the challenges of the „New Work“

Many leaders assume that the crucial success factors for leadership are the same, whether for local or virtual teams. Studies and practical experience show exactly the opposite – with profound consequences for teams, leaders and companies.

The differences between “direct leadership” and “distance leadership” lie in three areas: the leader’s “presence“, the different leadership competences, and the structure which the team needs to work together successfully.

For many leaders the difference in “Presence“ means giving up control, assessing more the output rather than the employee’s actual presence at work. The core competence thus lies in empowerment, enabling the team to master the challenges of “New Work“ and to grow with them. The “structure“ difference requires creating opportunities which promote the benefits of virtual cooperation to counterbalance the critical aspects (e.g. the decrease in collegial communication).

Goal of this Live Online Training is to equip you with the knowledge about how to effectively use the strategic benefits of your virtual team while building trust and authentic relationships with your employees. You develop a concept to expand your competences as a virtual leader and boost the productivity of your virtual team.

After this Live Online Training you...

- know the three basic differences between **direct leadership and distance leadership**
- have developed an **effective mindset** and the **relevant leadership competences** to successfully lead in virtual settings
- create a **“toolbox“** of strategies to deepen your employees’ trust and boost their performance in the digital environment.

Design of the Live Online Training

Set-up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	The <i>PreWork</i> consists of a guided individual reflection on your experiences in virtual cooperation.
Course flow	<p>You...</p> <ul style="list-style-type: none">▪ develop an effective structure for building your virtual team▪ define your personal Action Plan▪ will be supported by hands-on experiences and transfer on-the-job activities in three learning sections (<i>PreWork</i> / <i>Live Online Session</i> / <i>PostWork</i>).
PostWork	As <i>PostWork</i> you work in peer groups of the course participants, coaching each other based on the learned methods and strategies.

Registration Information

Group size	max. 10 participants
Prerequisites	No prerequisites

11. Well-Being in Leadership

How to promote the well-being and resilience of your employees

Both the performance and the willingness of employees to perform are directly influenced by their well-being at the workplace.

Whether you are an attractive employer for talents is not only determined by hard factors (location, remuneration, promotion opportunities) but also by your reputation as a "good" employer.

The goal of this live online training is to give you the space to reflect on the application of well-being concepts for your employees.

After attending this Live Online Training, you will...

- have discussed practical approaches to promote the well-being of your employees
- shared best practices with colleagues on how to increase resilience and well-being of employees
- developed initial implementation plans for use in your own work environment.

Design of the Live Online Training

Set-up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	As <i>PreWork</i> you will use exercises/tools from the Live Online Training "Well-being & Resilience", which is a prerequisite for this training.
Course flow	You will <ul style="list-style-type: none">▪ discuss implementation experiences of Well-being instruments▪ discuss the application and adaptation of the concepts in the context of your leadership activities▪ create a personal implementation plan to promote the well-being of your employees

PostWork

As a *PostWork*, you will have the chance to reflect on your hands-on experience in a learning partnership (virtual or physical) while implementing and intensifying your learning experiences.

Registration Info

Group Size

Max. 10 participants

Prerequisites

- Participation in the live online training "Well-being & Resilience"
- Leadership responsibility

COLLABORATION
IN
“NEW WORK”

12. Communication in Virtual Teams

Creating trust by attitude and questioning technique

Trust is an essential precondition for the successful work of virtual teams. At the same time, however, it is particularly difficult to establish and maintain trust in virtual teams. If communication takes place less frequently, the channels for it are limited and the individual team members live each in their own "bubble", misunderstandings can easily occur. As a result, willingness to cooperate decreases and conflicts rise.

How can you - as a manager or as a team member - avoid this negative process?

Goal of this Live Online Training is to equip you with a design for your communication that has a genuine positive effect on the trust of team members. You will be able to prevent disturbances while you stay relaxed.

After attending this Live Online Training, you will...

- recognize how **misunderstandings** arise and what you can do to **avoid** them
- be able to put yourself into an **unbiased attitude** towards your conversation partner
- know with which **questioning technique** you can clarify the motives of the other team members
- develop a **conversation strategy** with which you explore detailed and concrete information even over distances

Design of the Live Online Training

Set up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	As <i>PreWork</i> , choose a case study from your own experience in which you found communication in the remote team difficult. Think about what might have caused these difficulties.

**Course
flow**

You

- reflect on your perception and practice changing perspectives
- develop solutions for typical communicative challenges in remote teams
- try out several questioning techniques and experience their different effects

PostWork

As *PostWork* you have the option to get together with a learning partner (virtually or physically) to reflect on your practical experiences while implementing and intensifying your learnings).

Registration Information

Group size	max. 10 participants
Prerequisites	No prerequisites for participation

13. Effectively working from Home

Making the best of a new, virtual reality

The switch to home office has changed the way we communicate and collaborate successfully. Working in hybrid teams, with some colleagues in the office, others at home, puts higher demands on our self-organisation but also offers opportunities to redefine and optimize our working relationships and the way we work together.

This short training will focus on how to create boundaries at home, how to stay focused and motivated, how to communicate effectively with your team and share relevant information.

Goal of this Live Online Training is to equip you with best practice tips from around the world on how to keep your productivity high in the home office while managing a healthy balance between life and work.

After attending this Live Online Training, you will...

- know what others in a **similar situation** are doing to cope with the situation of suddenly working from home
- have a list of **concrete to dos** that you can immediately implement to improve your health, communication, attention, and productivity
- feel encouraged to **experiment** and try new things

Design of the Live Online Training

Set-up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	As <i>PreWork</i> you make yourself acquainted with the technical collaboration tools most commonly used in your organization.

**Course
flow**

The course is an interactive mix of trainer led activities and participant best practice input. We are all pioneers in this field and must pool our knowledge of things that work.

You will

- apply the ideas and tips discussed to your specific situation
- get input on challenges relating to your specific situation
- develop an useful framework for improved virtual communication for your team

Registration Information

Group size	max. 10 participants
Prerequisites	No prerequisites for participation

14. Establishment of new structures for virtual collaboration

Create the right mix for your team's communication and information needs from a variety of collaboration options

One of the biggest success factors in a virtual team is a trusting exchange, an efficient flow of information and high-quality results from joint meetings - and this requires new virtual structures!

Formal and informal, synchronous and asynchronous communication formats with different framework conditions, basic rules, atmosphere and objectives ideally complement each other to form a meaningful collaboration structure. Common basic principles form a virtual collaboration culture. This not only allows the team to work efficiently and productively, but also facilitates a familiar "we" feeling even at a physical distance.

The goal of this live online training is ...

...to familiarize you with different virtual meeting formats, their respective possibilities and limitations, as well as helpful basic rules and framework conditions and

...to give you the opportunity to review and (re)design the meeting culture of your team.

In this Live Online Training you will...

- get to know relevant virtual **meeting formats**
- understand the possibilities and limitations, as well as helpful **ground rules and frameworks**
- reflect on the basic **communication and information needs** of your team
- Get to know and experience **methods** that enable you to create the **atmosphere and basic mood** of different formats.

Design of the Live Online Trainings

Set-up 4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)

PreWork As *PreWork* you will work out a rough analysis of the existing meeting structure and reflect on the (unwritten) meeting rules of your team.

Course flow You ...

- get an overview of relevant virtual meeting formats and the design options
- learn about the advantages and disadvantages of each option
- exchange ideas about the strengths and weaknesses of your team's current meeting culture and reflect on communication and information needs
- work out the necessary changes to the meeting principles and framework for their virtual formats
- collect different possibilities to influence and design the atmosphere of a meeting.

PostWork As a *PostWork*, you exchange information virtually in a self-selected learning partnership in order to reflect on your practical experiences and to define your further development together.

Registration Information

Group size max. 10 participants

Prerequisites No prerequisites for participation

15. Interactive collaboration in meetings via MS Teams & MS Office

Fully exploit the possibilities of MS Teams and MS Office

Only rarely is the goal of a virtual format a social gathering. In most cases, we want to inspire, convince, inform, find solutions, collect ideas, deliver results, and record everything we have achieved.

An important factor here is how well we manage to appeal to the visual sense of our counterparts and give all participants the opportunity to participate not only verbally.

Especially in the Microsoft Office environment, there is much more available than just sharing prepared slides.

A wide range of visual and interactive collaboration options will not only help you to make your virtual meetings and presentations interesting from the start, but will also enable you to select and quickly provide a suitable option in case of spontaneous demand.

The goal of this live online training is to expand your repertoire of interactive collaboration options in the Microsoft Office environment to conduct interesting and efficient virtual meetings.

After attending this Live Online Training, you will ...

- be familiar with the **various virtual collaboration options** offered by using MS Teams in combination with other Office products.
- have experienced and tried out various **interactive collaboration options** for yourself
- have developed **concrete ideas for your own virtual formats**.

Design of this Live Online Trainings

Set-up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	As a <i>PreWork</i> , you will prepare to present your own expectations for a successful virtual format in 1-2 minutes.

**Course
flow**

You

- present yourself and your requirements for a successful virtual format to the group
- reflect with a sparring partner on the possibilities you already know and use
- get to know new collaboration possibilities - for different purposes
- analyze your usual goals in meetings and develop your own ideas for interactive collaboration possibilities.

PostWork

As *PostWork*, you work together in a self-selected learning partnership (virtually). Together, you define a meeting challenge, choose and design the appropriate interactive collaboration opportunity, and share ideas after implementation.

Registration Information

Group size	max. 10 participants
Prerequisites	No prerequisites for participation

16. International Teams – Collaboration and Motivation

Optimize virtual collaboration and motivation in international teams

Working in a team can be quite a challenge, but if its members come from different cultures, the collaboration can turn out to be particularly challenging – especially virtually.

To improve virtual collaboration in international teams, it helps to address the following questions: What potential does my international team have? How do I lead and motivate a multicultural team across borders? What enables successful cooperation? And what effects do different styles of working and communication, behavior patterns, and relationship building have on the team?

The goal of this Live Online Training is to equip you with tips and tricks to make teamwork more effective.

After attending this Live Online Training, you will...

- recognize cultural differences and similarities to **optimize the collaboration** in the team
- better understand and **use the potential** of your international team
- **optimize intercultural and virtual communication** in the team
- successfully **integrate methods** for building trust and creating motivation as vital components of an international (virtual) team

Design of the Live Online Training

Set-up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	As <i>PreWork</i> you will receive a questionnaire to bring in your questions and goals for the training.

Course flow

You will

- expand your basic understanding of international (virtual) teams
- train and optimize skills for more efficient communication within the team
- receive strategies and methods for successful (virtual) leadership and collaboration
- develop approaches in dealing with virtual challenges
- understand the connection between trust and culture to boost motivation

PostWork

As *PostWork* you will be asked to form virtual peer groups to exchange experiences in implementation and support one another.

Registration Information

Group size	max. 10 participants
Prerequisites	First-hand working experience in an international team is an advantage but by no means a mandatory prerequisite

17. Moderation and Management of virtual meetings

Achieve sustainable results effectively and efficiently

Statistically, an employee spends an average of 5 hours per day in virtual sessions. According to HR studies, 78% of employees experience an increased stress level in the context of virtual collaboration. This not only reduces an employee's creativity and ability to innovate, but also lowers performance in the long term.

The challenges of virtual collaboration are manifold: technical problems, lack of motivation and participation. At the same time, 70% of experts expect the use of virtual tools and platforms to increase in the future.

According to the Harvard Business Review, virtual collaboration can give executives a variety of "superpowers": the ability to tackle things in virtual meetings that would have been impossible or difficult to do in face-to-face time. The prerequisite for this is that managers understand the tools available to them and use the appropriate methods to pursue their goals.

The goal of this live online training is to equip you with the tips, techniques and methods you need to make virtual collaboration successful. You'll learn how to increase the efficiency of your virtual meetings, strategically solicit input from your team, and have more fun doing it!

After this Live Online Training you will ...

- know the **three levels of collaboration** - and know which level increases the performance of your team
- be able to assess the **energy curve of your team members** and adjust the team approach accordingly
- have a **"toolbox" of technical functions that promote team interaction**
- use a variety of methods to **stimulate creativity and innovation in your team**
- you are able to lead participants to **sustainable results** and strengthen their **commitment**.

Design of the Live Online Trainings

Set-up 4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)

PreWork As *PreWork* you will work out the three levels of cooperation and reflect on them against the background of your team. You will present your ideas in the training.

Course flow You

- learn various strategies and techniques of virtual collaboration
- develop an action plan for your team in exchange with your colleagues.

PostWork As a *PostWork*, you work together in a selected learning partnership (virtual or physical) to reflect on your practical experience as well as define your further development together.

Registration Information

Group size max. 10 participants

Prerequisites No prerequisites for participation

18. Team spirit in virtual settings

Leveraging team spirit to motivate and maximize action

Leaders know that team spirit is essential to drive individual contributions to team results. In good-spirited teams everyone feels passionate about performance and responsible for moving the team forward.

More and more teams are working – and will continue to work – virtually. Keeping team spirit high when team members are distant over longer periods seems challenging.

Goal of this Live Online Training is to provide you with the knowledge and skills needed to unleash team spirit.

After attending this Live Online Training, you will...

- know which **elements contribute to a positive team spirit** and have analyzed where your team stands on the core elements
- be able to **strengthen trust between team members** in the context of virtual cooperation
- **apply concrete strategies** for virtual settings to promote team spirit
- be equipped with an **action plan** for your own team

Design of the Live Online Training

Set-up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	As <i>PreWork</i> you will collect your existing strategies to promote team spirit and set a personal goal for yourself and the team. Be prepared to present your ideas in the training.

**Course
flow**

You

- work through the core elements of the T7 team building model
- brainstorm ways to promote team spirit using the T7 model
- apply the learnings to your own team

PostWork

As *PostWork* you have the chance to reflect on your practical experiences with a learning partner as well as to support and coach each other in promoting team spirit.

Registration Information

Group size	max. 10 participants
Prerequisites	No prerequisites for participation

NEW SKILLS
IN
“NEW WORK”

19. Confident self-presentation in video-meetings

Convincing others with a suitable setting and performance

Every behavior and every visual signal has an effect on other people! This is especially true for video conferences. Here you communicate in a limited time and space, so that all visual, verbal and body language information is perceived in a focused way by the conversation partners. In addition, you show yourself in a section of your personal environment. All details are automatically interpreted by the other participants. These evaluations then form a perception filter for your content contributions. Therefore, make sure that you create a positive framework that conveys competence!

Goal of this Live Online Training is to support you in developing a coherent and beneficial self-presentation that conveys both your individual and company values.

After attending this Live Online Training, you will...

- be able to **present yourself** optimally, both technically and in terms of setting
- consciously decide on a **certain statement** and implement it visually
- be familiar with the **specific characteristics of communication in video meetings** and use them to your advantage
- contribute to a **positive atmosphere** in every video conference

Design of the Live Online Training

Set up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	As <i>PreWork</i> you prepare for the Live Online Training in the same way and present yourself in the training session, as you normally do in video conferences.

**Course
flow**

You

- find the message that you want to convey
- learn everything about the relevant technology
- find out which clothes support the impression you want to make
- create an appropriate setting for your appearance
- gain insights into suitable manners and communication in video conferencing
- receive feedback on your self-presentation

PostWork

As *PostWork* – after having optimized your appearance – you will have the chance to discuss the effect in a 1:1 video coaching session. (An additional charge will apply here.)

Registration Information

Group size	max. 10 participants
Prerequisites	No prerequisites for participation

20. Fit for Complex Times?!

Smarting-up when things get too complicated to control

The world is getting more “vuca” by the minute: Volatile, uncertain, complex and ambiguous.

Our brains need some change and excitement to keep motivated, creative and capable – only the brain-cells we actually use will last! But what should we do when things get too much?! How are we supposed to take decisions when standards like KPI don't work anymore? When we don't have an idea where to even start?

Goal of this Live Online Training is to look at situations that can't be solved with the ordinary “best practice”. The training shall provide you with an overview of problem-solving strategies and practical steps for coping and a strategy for problem solving.

After attending this Live Online Training, you will...

- learn how to check your **emotional memory** for support in decision making
- check your **complexity-drivers**
- learn to use the **cynefin framework** to sort the situation
- check your **toolbox for problem solving** and **chaos-fitness**
- understand why **mental stability** and **values** play an essential role

Design of the Live Online Training

Set-up 4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)

PreWork

As *PreWork* you prepare an analysis of the parameters determining your actual leadership situation

- a) Who is in the picture? People & systems
- b) Demands and expectations you are confronted with
- c) What are your observations – what makes it difficult to cope?

Course flow

You

- learn to listen to your intuition
- analyze from a systemic perspective
- check out your situation using the cynefin framework
- check out the aspects and methods of chaos-fitness
- define first steps to get a better grip on things

PostWork

As *PostWork* you will reflect individually on leadership situations and have the option to get together with a learning partner (virtually or physically) to reflect on your practical experiences while implementing and intensifying your learnings.

Registration Information

Group size	max. 10 participants
Prerequisites	No prerequisites for participation

21. Presentation skills for virtual formats

Presenting authentically, engagingly and confidently in virtual formats

Doing presentations in a virtual setting is still unusual for many of us. We can no longer make direct eye contact, but instead have to look into a camera. We can no longer make use of the entire room but can only be perceived through a screen.

Nevertheless, many ground rules of good presentations are still in place and can be used by us.

Goal of this Live Online Training is to enable you to feel confident and competent during presentations in the virtual space. You convince with your authentic, engaging and confident appearance.

After attending this Live Online Training, you will...

- experience various **short presentations** and **analyze** them
- learn which **techniques and basic principles** can be transferred for virtual formats
- develop necessary **modifications** for your presentation style
- directly **try out** what you have learned

Design of the Live Online Training

Set-up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	As <i>PreWork</i> you analyze your current presentation style and prepare a 1-minute presentation.

**Course
flow**

You

- analyze different presentations
- try out new techniques and get direct feedback
- learn which techniques and principles can be transferred or modified
- develop a personal checklist for future presentation preparation

PostWork

As *PostWork* you work (virtually) with a learning partner of your choice. Both of you prepare a short presentation, present and give each other feedback.

Registration Information

Group size	max. 10 participants
Prerequisites	No prerequisites for participation

22. Visualizing in virtual meetings

Expanding your repertoire of visualization options in virtual meetings

In virtual meetings, we generally don't just want to be sociable, we want to inspire, convince, inform or sell something to our audience.

In many cases this is a question of how well we manage to address the visual sense of our audience and there are many more options than just sharing prepared PowerPoint slides.

A wider range of visualization options does not only help you to make your presentations interesting, but it will also enable you to spontaneously come up with suitable visualization ideas when needed.

Goal of this Live Online Training is to provide you with a wider range of visualization options.

After attending this Live Online Training, you will...

- know **different options** for visualization in virtual meetings
- know the advantages and limitations of the different options and thus **select the right one for** your target audience and your set goal
- have **ideas for helpful visualization options**, even when presenting ideas spontaneously

Design of the Live Online Training

Set up	4-hour virtual session (e.g. via WebEx, Skype for Business or Zoom)
PreWork	As <i>PreWork</i> you prepare to present your most used visualization technique in 1-2 minutes to the rest of the group.

Course flow

You

- present your most used visualization technique of the past to the group
- reflect the advantages and disadvantages of the already known methods with a sparring partner
- get to know new visualization options - from unusual and creative to very simple
- analyze your usual goals in meetings and develop a set of visualization options for yourself
- have the opportunity to try out a new form of visualization within the training

PostWork

As *PostWork* you will have the option to work with a learning partner (virtually). You define a visualization challenge and reflect on your learnings after completion.

Registration Information

Group size	max. 10 participants
Prerequisites	No prerequisites for participation