



Lijack Consultancy Ltd

Interactive solutions that inspire, inform & increase results

Virtual Learning Workshops

Overview of Webinars

Below is a list of the current Lijack Consultancy webinars that can be delivered. The sessions range from short 45 mins sessions to 1.5hr interactive sessions.

Working Remotely	
<p><u>Successful Homeworking (45mins)</u></p> <p>By the end of this session you will be able to:</p> <ul style="list-style-type: none">✓ Work more effectively and feel motivated when working from home	<p><u>Topics Included:</u></p> <ul style="list-style-type: none">■ Planning initial and on-going communication■ Define boundaries and expectations■ Managing your work<ul style="list-style-type: none">- Avoiding procrastination■ Maintaining your sense of community
<p><u>Managing in a Remote Environment (45 mins)</u></p> <p>By undertaking this course, you will be able to:</p> <ul style="list-style-type: none">✓ Manage your remote teams more effectively	<p><u>Topics Include:</u></p> <ul style="list-style-type: none">■ Planning initial and on-going communication■ Define boundaries and expectations■ Creating Visual Connections■ Team Agreement
<p><u>How to run successful remote meetings (1hr)</u></p> <p>By the end of this session you will be able to:</p> <ul style="list-style-type: none">✓ Deliver effective remote meetings, keeping colleagues focused✓ Recognise how to increase participation in remote meetings	<p><u>Topics Include:</u></p> <ul style="list-style-type: none">■ Essentials for effective meetings<ul style="list-style-type: none">- Connection- Collaboration- Feedback■ Creating Active Engagement

Leadership & Management	
<p><u>Leading your Team (1.5hrs)</u></p> <p>By the end of this session you will be able to:</p> <ul style="list-style-type: none"> ✓ Create the environment for effective performance ✓ Recognise the characteristics of transformational leadership ✓ Learn how to communicate and engage expectations to build commitment at each stage of the employee’s journey ✓ Leverage performance through motivational techniques 	<p><u>Topics Included:</u></p> <ul style="list-style-type: none"> ■ Transformational Leadership ■ Setting of vision & values ■ Leading with authenticity ■ Motivating Intrinsically
<p><u>Leading and Communicating Change (1.5hrs)</u></p> <p>By undertaking this course, you will be able to:</p> <ul style="list-style-type: none"> ✓ Understand the drivers of organisational change ✓ Recognise why people sometimes resist change and the behaviours displayed ✓ Create a communication strategy that will inspire and engage others in times of change 	<p><u>Topics Include:</u></p> <ul style="list-style-type: none"> ■ Factors of organizational change ■ Reactions to change ■ Communicating in times of change
<p><u>Creating a high performing team (1.5hrs)</u></p> <p>By the end of this session you will be able to:</p> <ul style="list-style-type: none"> ✓ Recognise the key elements of a high performing team ✓ Know how to keep your team motivated and engaged to maintain high performance levels 	<p><u>Topics Include:</u></p> <ul style="list-style-type: none"> ■ Going from good to great ■ Principles of a high performing team ■ Motivating your team through intrinsic factors
<p><u>Dealing with Challenging Conversations (1.5hrs)</u></p> <p>By the end of this session you will be able to:</p> <ul style="list-style-type: none"> ✓ Communicate more effectively in difficult conversations using assertiveness techniques ✓ Know how to structure a challenging conversation 	<p><u>Topics Include:</u></p> <ul style="list-style-type: none"> ■ Having honest Career Conversations ■ Giving Effective Feedback ■ Having a courageous conversation ■ <u>Dealing with resistance</u>

<p>Personal Development & Communication Skills</p>	
<p><u>Organising work and time (1.5hrs)</u></p> <p>By the end of this session you will be able to:</p> <ul style="list-style-type: none"> ✓ Recognise your personal challenges in planning and organizing ✓ Identify strategies to overcome reactive working and help you plan more effectively 	<p><u>Topics Include:</u></p> <ul style="list-style-type: none"> ■ Dealing with Interruptions ■ Managing your e mail ■ Overcoming procrastination
<p><u>Effective Communication Skills (1.5hrs)</u></p> <p>By the end of this session you will be able to:</p> <ul style="list-style-type: none"> ✓ Identify the barriers that prevent effective communication ✓ Recognise the impact of body language on the delivery of your message ✓ Recognise the importance of using positive/appropriate language 	<p><u>Topics Include:</u></p> <ul style="list-style-type: none"> ■ Communication Preferences ■ Impact of non-verbal communication ■ Using effective words ■ Reframing your language
<p><u>Assertive Communication (1.5hrs)</u></p> <p>By the end of this session you will be able to:</p> <ul style="list-style-type: none"> ✓ Deal with difficult conversations using assertive communication and techniques ✓ Learn how to say “no” with greater confidence 	<p><u>Topics Include:</u></p> <ul style="list-style-type: none"> ■ How assertiveness works ■ Assertive Body language ■ Using Assertive words and phrases ■ Learning to say No
<p><u>Introduction to Influencing Skills (1.5hrs)</u></p> <p>By the end of this session you will be able to:</p> <ul style="list-style-type: none"> ✓ Recognise the skills needed for Influencing & Negotiation ✓ List and use a range of influencing styles 	<p><u>Topics Include:</u></p> <ul style="list-style-type: none"> ■ A model for successful influencing ■ Skills needed to influence ■ Influencing Strategies and Styles

<p>Personal Development & Communication Skills</p>	
<p><u>Achieving Excellent Client Service (1.5hrs)</u> By the end of this session you will be able to:</p> <ul style="list-style-type: none"> ✓ Understand the “client value triangle” and how you can add value to this. ✓ Explain how attitude affects the way we behave and therefore the service we provide 	<p><u>Topics Include:</u></p> <ul style="list-style-type: none"> ■ How to implement the value triangle ■ Creating Moments of Truth ■ Using the GUEST model to achieve great service
<p><u>Developing Personal Resilience (1.5hrs)</u> By the end of this session you will be able to:</p> <ul style="list-style-type: none"> ✓ Identify your personal resilience strengths ✓ Look at your default behaviours and how to change them ✓ Identify personal strategies which will enable resilience and wellbeing every day 	<p><u>Topics Include:</u></p> <ul style="list-style-type: none"> ■ Pressure Vs Stress ■ Signs of Stress ■ The Mood Map ■ 5 Pillars of Resilience

Contact Details

Email: Sharon @lijackconsultancy.co.uk

Tel: 07889 942135

Web: www.lijackconsultancy.co.uk