



Power Session: Etiquette for Online Meetings

Course Outline



Your business outcomes are our priority. Proving impact in real time.

Aim

To assist today's workforce with Etiquette for Online Meetings. Ensuring that our communication remains within the realms of professional even though our platforms are becoming more and more informal.

What Others Had to Say About this Course...

A modern workshop for a modern workforce.

Who Should Attend this Course?

This course will benefit all staff working in a digital environment.

Outcome

At the end of this workshop, the learner will be able to approach digital communication with the professionalism and confidence required.

Duration: 1 Hour

Content

Topic	What You Will Learn
What are the Basics for Attendance?	• What does etiquette and professionalism look like online? • What's in the background
Being an Ambassador for your Brand Online	• Using your app correctly • Camera on or not • Hogging the room • Using the text function • Using appropriate responses and shares
How to Host with Style	• With colleagues • With clients

Optional Purchases

When ROI and Implementation Matter

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

SETA Accredited Training Options

Most of our workshops are aligned with SETA Accredited unit standards, or you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

The Afterburner

Afterburners are additions to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace.

Skills Check

Skills Checks are extremely useful in the measurement of ROI of soft skills training. This tool is structured to help the learner improve on the implementation of new skills through a goal-driven process of accountability and reflection.

LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. Converting theory into practice under the tutelage of an experienced coach.

PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.

<u>Enneagram Group Coaching Journey</u>	<u>Enneagram: Insight to Action</u>
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