

SMART WORKING

WEBINAR SERIES

The current environment is putting immense stress on employees all over the globe. Therefore, we need to find smarter ways of working in an uncertain digital environment.

To help your employees navigate these challenges, InspireOne is offering a series of webinars on *Smart Working*.

Each webinar in this series is for **90 minutes**.

A brief about each of the webinar is as follows -



01.

Virtual Effectiveness

This webinar covers the following areas:

- How to effectively work in a virtual environment
- Managing virtual meetings
- Keeping yourself motivated

02.

Managing Time

This webinar covers the following areas:

- Managing time during changing context
- Techniques for rapid prioritization and planning
- Developing personal adaptability

03.

Managing Your Emotions

This webinar covers the following areas:

- Recognizing the impact of your emotions on self and others
- Acknowledging your emotional triggers
- Techniques to manage your destructive emotions

04.

Virtual Presentation Skills

This webinar covers the following areas:

- How to present well in a virtual environment
- Modulating your voice to keep people engaged
- Techniques for facilitating virtual meetings

05.

Behavioral Styles

This webinar covers the following areas:

- Importance of behavioral styles in working together
- Understanding different behavioral styles
- Influencing techniques for various behavioral styles

06.

Virtual Meetings

This webinar covers the following areas:

- Guidelines for managing virtual meetings
- Setting a clear agenda and outcome for the meeting
- Pre-defining information or preparation required and individual roles
- Using the right technology and aids to ensure focussed attention and participation
- Keeping track of time and ensuring the discussion stays on subject
- Ensuring post agreement on meeting activities or priorities