Training Topics Overview:

Having conducted **Virtual Learning** sessions over **8 years** to **global audiences**, we have arrived at **two models** of Learning Engagement for virtual workshops to ensure higher **effectiveness**

1. **Model One: 1.5 – 2hr Virtual sessions**
   - Onus is on the learner to implement in the workplace
   - Two to three sessions can be conducted in a day by Momentum Training Solutions

2. **Model Two: 1.5 hr group training session + three 1hr group coaching sessions (smaller groups)**
   - Onus is on practicing implementation of learning in real-time situations
   - Maximum 15 participants
   - All 15 participants attend the first group training session
   - They are subsequently split into three groups of five participants each who will attend 1hr group coaching sessions to practice skills learnt in the large group session
   - Example:
     - 10-11.30am – Group Training session
     - 12-1pm – Group coaching session
     - 2-3pm – Group coaching session
     - 3.30-4.30pm – Group coaching session

The table below has a split of the key skills covered in each topic and the recommended engagement model.

All programs can be conducted with both models. However, we have indicated a recommended model in the table (below) to balance cost with effectiveness of training.

Program	Skills	Key Topics Covered	Recommended Engagement Model	Duration
Stepping into Management	Management skills for new managers	• Mind-set of a Manager • Prioritizing Work • Stages of Team Building	Model One	1 Session (2 hours) Maximum – 20 participants
Creative Problem Solving and Decision Making	• Critical thinking for Problem Solving • Creative problem Solving • Decision Making	• Problem Solving Process • Problem Identification Methods • Creative Thinking Tools • Decision Making Tools	Model Two	2 sessions (12 hours) Maximum – 15 participants
Effective Team Management	• Supervision Skills for Strategic Managers • Effective Management, Communication and Planning • Maximizing Team Results • Managing Remote Teams	• The Key Elements of Collaborative Team-work • Managing Conflict • Communicating Negative News • Planning and Monitoring Work • Managing Virtual Teams	Model One	2 Sessions (3 hours i.e. 1.5hrs per session) Maximum – 20 participants

Adaptive Leadership	• Tactical to Strategic Thinking • Agility in Leadership Style	• Characteristics of an Adaptive Leader • Introspection – Being on the 'Balcony' and in the 'Dance' • Moving between Leadership and Management Styles	Model One	1 Session (2 hours) Maximum – 20 participants
Coaching and Giving Feedback	Mentoring and Team Career Development	• Preparing for Feedback Conversations • Mind-set when Giving and Receiving Feedback • Skills of Coaching and Giving Feedback • Action Planning and Follow-up	Model Two	1 session (6 hours) Maximum – 15 participants

Training Methodology

- **Our delivery methodology will include:**
  - Role Play Simulations
    - Based on real-life scenarios participants face
    - Role play scenarios will be simulated based on the challenges that the participants face on a regular basis
    - All participants will be involved
    - Feedback from the facilitator as well as peers will be used as learning tools
  - Interactive Discussions
  - Instructor Led Training / Group Coaching
  - Breakout Rooms