

Professional Development Catalogue

Virtual Programmes
2020



ABOUT US

OMT Global is Ireland's leading People Development consultancy with a global footprint. OMT specialise in developing high performance cultures. For over 30 years, OMT has been a trusted partner to the world's biggest brands and progressive organisations, delivering innovative and bespoke development solutions.

Our passion, extensive experience, deep knowledge, creativity and enthusiastic approach is globally renowned. Our award-winning, customised design is always specific to your needs.

OMT enhances organisation performance by enabling people to recognise and fulfil their potential. Leveraging our multilingual platform and global team of experts, we help organisations, teams and individuals to solve complex challenges and deliver tangible results.



Course	Format	Duration	Audience	Page
How to Lead Effectively in a Crisis	Virtual Classroom	2 x 2 hours	People Leaders	3
Managing Remote Teams	Virtual Classroom	2 x 2 hours	People Leaders	4
Critical Thinking in a Crisis	Virtual Classroom	2 x 2 hours	Leaders / Managers	5
Influencing Effectively in Virtual Meetings	Virtual Classroom/ Webinar	2 hours	Managers (Virtual Teams)	6
Managing Health & Wellbeing for Virtual Teams	Virtual Classroom	2 x 1.5 hours	People Managers	7
Time Management – Working from Home	Virtual Classroom	2 hours	All	8
Telling the Truth with Care	Virtual Classroom	2 x 2 hours	All	9
Virtual Facilitation Skills	Virtual Classroom	2 x 2 hours	All	10
Managing Stress & Anxiety	Virtual Classroom	2 x 2 hours	All	11
Personal Agility in Challenging Times	Virtual Classroom	2 x 2 hours	All	12
Stop Procrastinating, Start Planning	Virtual Classroom	2 x 2 hours	All	13
Speaking Successfully under Pressure	Virtual Classroom	2 x 2 hours	All	14

How to Lead Effectively in a Crisis

Overview:

We are in unprecedented times; our whole work and family lives have changed dramatically in a short space of time.

Our leadership will be tested. The crisis is not an excuse to throw caution to the wind, we must lead and make decisions quickly and in a measured way.

In a crisis the work environment can become chaotic due to the emotional highs and lows generated when fear and stress get triggered.

It is vital that leaders step up, lead effectively and try our best to calm the storm.

Objectives:

- Tell the truth with care and empathy
- Learn how to be decisive and adapt quickly.
- Dial up your emotional intelligence.
- Control the chaos.
- Mitigate against risk.
- Stay positive and project positivity

Who is it for:

People Leaders

Duration:

2 x 2 Hours



Learn more about How to Lead Effectively in a Crisis.

[Contact us](#)

Managing Remote Teams

Overview:

How do you successfully lead or manage a team when you are in different locations and can't see each other regularly?

It is challenging. Things like body language, tone of voice, relevancy of communications and technology are all mixed in together.

This workshop will help you communicate more effectively with your remote team members, developing a contact strategy, focusing on what issues to address, how to set up remote meetings, what to discuss and tips for making remote workers feel part of the team.

Objectives:

- Understand the power of inclusion.
- What to consider when planning communications with remote teams.
- How to leverage technology for improved communications.
- Contact strategies – when, how, who and how often?
- Checking in and feeding back.
- Tips for building trust among team members.
- How to hold an effective meeting with remote participants.
- Sustaining team cohesion.

Who is it for:

People Leaders

Duration:

2 x 2 Hours



Learn more about
Managing Remote
Teams.

[Contact us](#)

Critical Thinking in a Crisis

Overview:

Sudden and unexpected situations disrupt our overall organisational functionality.

How we think and respond in a crisis is vital for the overall wellbeing of our people and organisation. Managing ourselves and our own reactions in the moment is challenging but essential.

Some organisations excel as people know what to do, others don't know exactly what to do, depending on the type of crisis.

It is imperative that we are able to quickly respond to change and manage multiple complexities while keeping communications honest and empowered.

Making quick and fair decisions while rapid change unfolds is critical. If you need crisis management training to enhance your crisis response skills we are here to help.

Objectives:

- Manage yourself to manage the message
- Faster decision making
- Skilled and empowered influencing
- Swift impact and efficiency of organisational performance

Who is it for:

Leaders & Managers

Duration:

2 x 2 Hours

VIRTUAL



Learn more about Critical Thinking in a Crisis.

[Contact us](#)

Influencing Effectively in Virtual Meetings

Overview:

If, due to Covid-19 restrictions, you suddenly need to manage virtual meetings, we want to help set you up for success and support you, however we can.

Learning how to influence people who you now have remote relationships with, is important regardless of what industry you're in and is a must-have skill for the future of work.

This short course will focus on how to get your virtual environment right, utilising best practice communication techniques including the art of persuasion, influencing effectively, telling the truth with care, managing feedback in virtual conversations and maximising the impact of our virtual communications.

Objectives:

- Using technology to optimise interactions
- Tactics for managing your virtual interaction well.
- How best to run a virtual meeting with practical inputs from all participants.
- Best practice skills for influencing at distance.
- Communication etiquette for a virtual environment.
- Influencing others appropriately.
- Feedback skills in the remote environment.
- Use of camera and screen sharing – best practice.
- Managing participant interactions
- Sustaining team and group cohesion.

Who is it for:

Managers of Virtual Teams

Duration:

2 Hours



Learn more about
Influencing Effectively in
Virtual Meetings.

[Contact us](#)

Mental Health and Wellbeing for Virtual Teams

Overview:

Our mental health and well-being is being tested as this global Covid-19 crisis unfolds. We are working remotely where possible, or we may be in the front line maintaining essential services.

How we are feeling as we swiftly adjust to our new realities will have a direct impact on how well we respond, perform and interact with our colleagues, customers and our families.

We all have a duty of care to follow the advice from our governments and health services. We all need to support each other more by listening a little more attentively, showing empathy and dialling up our emotional intelligence.

As employers, you have a duty of care for the physical and mental wellbeing of your staff and are expected to be able to assess risk levels, while managing change and keeping your team motivated.

Objectives:

- Understand the areas of responsibility around mental health.
- Recognise how we show up under stress, and what to pay attention to.
- Balancing empathy with effectiveness.
- Learn to spot the early warning sign of mental health issues.
- Learn how to handle sensitive conversations and steps to take.
- How can you keep your team feeling and performing well?

Who is it for:

People Managers

Duration:

2 x 1.5 Hours



Learn more about Mental Health and Wellbeing for Virtual Teams.

[Contact us](#)

Time Management – Working for Home

Overview:

With many of us working from home for the first time, we are challenged to ensure our business continues with high standards of performance and productivity.

Time management can be a challenge when faced with the tricky balancing act of professional and personal lives intermingling.

Setting up the right environment, having clear objectives, empowered and collaborative communications and setting milestones are important for productivity and our wellbeing.

Objectives:

- Set up the right working environment.
- Choose the right technology and reporting tools for your work.
- Develop peak productivity and action plans.
- Efficiently communicate and collaborate with your team.
- Balance professional and personal responsibilities while working from home.

Who is it for:

Working from Home

Duration:

2 Hours

VIRTUAL



Learn more about Mental Health and Wellbeing for Virtual Teams.

[Contact us](#)

Telling the Truth with Care

Overview:

Having frank and honest conversations and maintaining open dialogue, when emotions run high can be hugely challenging and uncomfortable for many people. Often these important conversations are avoided or handled badly. Generally, they involve people with differing awareness, perspectives, perceptions, goals or interests.

If we can develop the ability to tell the truth with care, in these challenging situations, we can have better teamwork, relationships, performance and results. This workshop helps participants learn and develop key skills to communicate with radical candour, especially when dealing with difficult issues and individuals.

Objectives:

- Learn how to actively bring issues to the surface.
- Identify personal situations that are problematic.
- Explore conditions to enable radical candour.
- How to be direct but not overbearing.
- Minimise or eliminate blame.
- Develop precise questioning techniques to drive candid conversations.
- Provide effective feedback with consistency and care.

Who is it for:

All Employees

Duration:

2 x 2 Hours

VIRTUAL



Learn more about Telling the Truth with Care.

[Contact us](#)

Virtual Facilitation Skills

Overview:

Adults learn very differently to young people. Yet many training sessions are lecture-based, missing out on helping adults effectively learn. Facilitation is a skill that allows a trainer to help adults connect the new content to their previous experiences and knowledge, thus increasing retention. In this workshop, participants will learn how to prepare and deliver virtual training in an engaging manner to adult learners.

Objectives:

- Define the role of a facilitator as it pertains to the workshop environment.
- Understand how to prepare and deliver training in an engaging, facilitative manner.
- Use of Technology to maximise the virtual learning environment.
- Evaluate oneself and others on strengths and areas of improvement in facilitation skills.

Who is it for:

All Employees

Duration:

2 x 2 Hours

VIRTUAL



Learn more about Virtual Facilitation Skills.

[Contact us](#)

Managing Stress and Anxiety

Overview:

Stress can be a good thing – a little keeps us focused, motivated, and ready to tackle the next challenge; until it becomes too much or chronic. Surprisingly, our perception of stress is what can make it our worst enemy. In this workshop, participants will explore stress and how to better manage it through healthy living and thinking.

Participants will be able to assess their current levels of stress, recognise their most sensitive stress points, and learn many strategies for ensuring that they are taking care of their mind and body, so that they can have the energy not only to meet daily demands but also to enjoy life.

Objectives:

- Define stress and Anxiety and its role in our lives.
- Understand the importance of our perception of stress and anxiety.
- Identify strategies for reducing unwanted stress and anxiety
- Understand work/life balance in a crisis.
- Implement strategies for creating harmony in the work environment.

Who is it for:

All Employees

Duration:

2 Hours



Learn more about
Managing Stress and
Anxiety.

[Contact us](#)

Personal Agility in Challenging Times

Overview:

Agility in individual leaders, teams, or organisations is imperative in today's environment. To thrive in an agile environment, we must be able to think both critically and creatively, anticipate change before it happens, act quickly, and evaluate and learn from each time we adapt. This course will equip participants with the skills necessary to not only survive in an agile environment but to thrive in one.

Objectives:

- Define personal agility.
- Assess own current level of agility.
- Understand how to maximise our ability to think critically and creatively.
- Develop methods for anticipating change before it happens.
- Implement a system for evaluating our agility.

Who is it for:

All Employees

Duration:

2 x 2 Hours



Learn more about
Personal Agility in
Challenging Times.

[Contact us](#)

Stop Procrastinating, Start Planning

Overview:

Procrastination and poor time management lead to missed deadlines, poor performance reviews, and stressed-out individuals, team members, and managers.

This interactive and hands-on session explores the reasons we procrastinate, provides several ways to overcome procrastination, and finally, introduces strategies for ensuring we plan our time effectively. Participants leave this session feeling more in control of their day and empowered to meet their deadlines.

Objectives:

- Define procrastination.
- Understand the cost of procrastination and why we still do it.
- Identify strategies for overcoming procrastination.
- Understand how to use the Priority Matrix.
- Gain awareness of time thieves.

Who is it for:

All Employees

Duration:

2 x 2 Hours



Learn more about How to Stop Procrastinating, Start Planning.

[Contact us](#)

Speaking Successfully Under Pressure

Overview:

Speaking under pressure and thinking on our feet connects to someone's ability to quickly organise thoughts and convey them effectively. This workshop is designed to help participants successfully present their ideas while under pressure.

In this workshop, participants will learn to speak with authority and credibility, prepare for questions even before they know what they are going to be, and learn to use body language to enhance their message.

Objectives:

- Acquire strategies for handling nervousness.
- Understand how to build rapport with an audience.
- Learn to deliver messages with poise and ease.
- Recognise how to anticipate and prepare for questions.

Who is it for:

All Employees

Duration:

2 x 2 Hours



Learn more about
Speaking Successfully
Under Pressure.

[Contact us](#)

Some companies we work with:



Ireland | US | UAE

info@omtglobal.com

SAI House, National
Technology Park,
Limerick, V94 RT7C
+353 61 333 640

One World Trade Center,
Suite 8500,
New York, NY 10007
+1 202-600-8370

Level 41 Emirates Tower, PO
Box 31303, Dubai
+971 4313 2966

<https://omtglobal.com/>