

# Professional Development Programmes 2021



## ABOUT US

Established in 1989, OMT works with large, mostly global organisations to develop the leadership skills of their people managers, from first time leaders right through to senior level executives.

We provide a range of consultancy, training and development services for organisations who want to further develop and retain their talent.

OMT excels in helping organisations move from ad hoc or one-off efforts to a new way of behaving and working.

We ensure your people are always at the heart of the journey and create practical learning experiences that increase learner retention and engagement.

We have a number of professional development programmes that we now provide virtually as well as in-person (when restrictions allow it).

Each programme is customised to ensure they are specific to your individual, team, and organisation needs.

**Scroll to learn more about each programme.**

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**OMT GLOBAL**  
LEADERSHIP DEVELOPMENT

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# Impact and Influence – 2 x 2 hours

### Overview:

Successful leaders are required to have a significant impact on their followers. Leadership is about influencing others to come together to accomplish a mission. Using the Discovery Insights® personality profile, this workshop helps participants learn to adapt and connect with others to achieve the results a leader requires in their relationships. Adjusting behaviour helps other individuals feel more comfortable and secure, making them more responsive to their leader.

### Objectives:

1. Learn skills to read others' personalities and preferences and flex and adapt to enhance connection.
2. Develop an appreciation of the influence of national culture on behaviour and how to work in a multi-cultural environment.
3. Develop techniques to be an influential and persuasive leader.

### Who is it for:

Leaders

### Participants who selected this programme also selected:

- Achieving Results Through Teams
- Presentation Skills
- Facilitation Skills



Learn more about our  
Impact & Influence  
programme

[Contact us](#)

## Critical Thinking in a Crisis – 2 x 2 hours

### 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 empowering. 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:

1. Learn what to prioritise for fast decision making.
2. Integrate emotional intelligence into effective crisis communication.
3. Explore how to empower and influence for action.
4. Recognise time is of the essence and identify change agents.

### Who is it for:

Leaders & Managers



Learn more about Critical Thinking in a Crisis.

[Contact us](#)

## Developing Personal Agility – 2 x 2 hours

### 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:

1. Explore the definition of personal agility.
2. Assess personal level of agility.
3. Understand how to maximise our ability to think critically and creatively.
4. Develop methods for anticipating change before it happens.
5. Implement a system for evaluating agility.

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Emotional Intelligence
- Building Better Relationships through Emotional Intelligence
- Managing Change



Learn more about our  
Personal Agility  
programme

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## Managing Stress – 2 x 2 hours

### 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:

1. Define stress and its role in our lives.
2. Understand the importance of our perception of stress.
3. Identify strategies for reducing unwanted stress.
4. Understand work/life balance.
5. Implement strategies for creating harmony in the work environment.

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Emotional Intelligence
- Developing Personal Agility
- Dealing With Conflict



Learn more about our  
Stress Management  
programme

[Contact us](#)

# Introduction to Emotional Intelligence – 2 x 2 hours

### Overview:

Our emotions have a significant impact on our behaviours and our actions. We must be self-aware of our feelings before we can effectively manage them. We must also understand ourselves so that we can better understand others and effectively interact with them. This workshop visits each of the four dimensions of Goleman's model of emotional intelligence, allowing participants to assess their aptitude in each area and identify areas for improvement.

### Objectives:

1. Deepen our understanding of self, what we stand for, and where we are headed.
2. Understand the impact our emotions have on our behaviours and actions.
3. Identify the fears and beliefs that are holding us back.
4. Develop strategies to deepen and strengthen our emotional intelligence and personal effectiveness.

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Self Awareness and Personal Effectiveness
- Building Better Relationships through Emotional Intelligence
- Leading Self and Learning to Lead Others
- Impact and Influence



Learn more about our  
Emotional Intelligence  
programme

[Contact us](#)



## Self Awareness and Personal Effectiveness – 2 x 2 hours

### Overview:

Self-awareness is the meta-skill of the 21st century. This workshop provides an opportunity for participants to explore and discover more about themselves so that we can learn how to appreciate others' differences and adapt behaviours to interact more effectively with others. Participants leave the workshop with actionable strategies to put their learning into practice.

### Objectives:

1. What it means to be self-aware and how to continuously develop our understanding of self.
2. Understand how perceptions are formed, their impact, and how to manage them.
3. Develop self-awareness through the exploration of the Discovery Insights® profile.
4. Understand personality types and preferences to improve interpersonal communications.

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Building Better Relationships through Emotional Intelligence
- Leading Self and Learning to Lead Others
- Appreciating Differences



Learn more about our  
Self Awareness and  
personal Effectiveness  
programme

[Contact us](#)

## Time Management – 2 hours

### 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:

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

### Who is it for:

All employees



Learn more about Time Management Programme.

[Contact us](#)

## Leading Self and Learning to Lead Others – 3 x 2 hours

### Overview:

Effective leadership starts from within. If we cannot manage ourselves, we will undoubtedly fail at managing others effectively. This course provides participants with an overview of how to be a successful leader – through measuring the impact we have on others.

### Objectives:

1. Define the knowledge, skills, and attitude necessary to lead effectively.
2. Understand the importance of emotional intelligence to our success as a leader.
3. Learn ways to adapt our behaviour to have the intended impact on others.
4. Understand the eight functions of leadership and how they are critical to your role.

### Who is it for:

Employees/ New Managers

### Participants who selected this programme also selected:

- Achieving Results Through Teams
- Team Leader Foundations
- Building High Performance Teams



Learn more about our  
Leading Self and Others  
programme

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## Introduction to Unconscious Bias – 2 Hours

### Overview:

We all have and experience unconscious bias. Our background, society, culture, experience and the media influence how our brains make judgements and assessments of people and situations. It can be useful in some situations; however, it can also have a major impact on our personal and working lives. This workshop gives participants the awareness and skills required to recognise our own prejudgments and learn how to manage them in an effective way.

### Objectives:

1. Explore the types of bias and how they impact you.
2. Learn techniques to filter bias and stop them from taking control.
3. Identify your own implicit biases.
4. Identify steps to overcome your biases for effective teamwork.

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Self Awareness and Personal Effectiveness
- Introduction to Emotional Intelligence
- Appreciating Differences



Learn more about our  
Unconscious Bias  
programme

[Contact us](#)

## Building Personal Resilience – 4 x 2 Hours

### Overview:

The workplace of today is fast paced and ever changing. Our ability to bounce back and move on swiftly from challenging situations is at the core of resilience. Learning how to stay optimistic and focused, in the face of adversity is a skill that requires constant attention. This short programme focuses on strengthening the five pillars of resilience, namely, emotional wellbeing, inner drive, future focus, relationships and physical health.

### Objectives:

1. Introduction to the five pillars of resilience.
2. Understanding your personal triggers and stressors.
3. Creating a personal resilience plan.
4. Developing your action plan.
5. Enhancing your mindset and capabilities to bounce back.

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Introduction to EI
- How to lead effectively in a crisis
- Problem solving and decision making
- Presentation skills



Learn more about our  
Building Personal  
Resilience programme

[Contact us](#)

## Executive Presence – 4 x 2 Hours

### Overview:

In its simplest form, executive presence is about your ability to influence with impact and inspire confidence in your capability, reliability, potential and leadership. Executive presence is vital for accessing opportunities and those opportunities hang on the confidence you inspire in others. It is strongly linked to your emotional intelligence, your purpose, beliefs, values, self-awareness, and your character. Cracking the code of personal traits and perceived outward behaviours is key to the success of your executive presence.

### Objectives:

1. Learn how to create a personal impact strategy
2. Explore how to develop and protect your confidence
3. Recognise the power of active stakeholder management
4. Learn how to establish a 'personal boardroom'
4. Explore how to stay focused and manage interference

### Who is it for:

People Managers, Leaders

### Participants who selected this programme also selected:

- Introduction to EI
- How to lead effectively in a crisis
- Problem solving and decision making
- Presentation skills



Learn more about our  
Executive Presence  
programme

[Contact us](#)

# Managing Remote Teams – 2 x 2 hours

## 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 programme 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:

1. Recognise the impact of remote working on the role of the Manager.
2. Understand the difference between remote working and dispersed teams.
3. Consider how to navigate the change curve in response to sudden change.
4. Promote team connectivity through better inclusion.
5. Assess the impact of where you are spending your time as a leader.
6. Evaluate your performance against the 8 Functions of Leadership.

## Who is it for:

People Leaders

## Managing Others



Learn more about  
Managing Remote  
Teams.

[Contact us](#)

# How to Lead Effectively in a Crisis – 2 x 2 hours

### Overview:

We are in unprecedented times; our whole work and family lives have changed dramatically over the past year and our leadership was and continues to be challenged. The work environment can become chaotic due to the emotional highs and lows generated when fear and stress get triggered by any crisis. It is vital that leaders step up, lead effectively and try our best to calm the storm.

### Objectives:

1. Learn how to tell it like it is, with empathy and understanding.
2. Analyse how to be decisive and adapt quickly.
3. Integrate emotional intelligence into effective crisis communication
4. Explore how to mitigate against risk.
5. Recognise the importance of staying grounded and optimistic.

### Who is it for:

People Leaders



Learn more about How to  
Lead Effectively in a  
Crisis.

[Contact us](#)



# Building High Performance Teams – 2 x 2 hours

### Overview:

Teams are essential to the modern organisation, but most never reach their potential. Co-workers miscommunicate, and groups struggle to adapt to changes. When teams lack self-awareness about these challenges, performance suffers.

This course helps participants understand the problems that hurt productivity and gives them tools for creating positive change. This course also guides participants through creating the ground rules and structure needed to set their team up for success. Participants gain the skills to diagnose issues such as conflicts, groupthink, and lack of commitment in our teams before they get out of control. This course offers frameworks to adjust team behaviours and get the best performance out of our people.

### Objectives:

1. Understand the four stages of team development.
2. Define the characteristics of a high performing team.
3. Assess a team's potential to be high performing.
4. Create a framework to get the best performance out of your team.

### Who is it for:

Managers

### Participants who selected this programme also selected:

- Achieving Results Through Teams
- Basics of Coaching
- Motivating Performance through Feedback



Learn more about our  
High Performance Team  
programme

[Contact us](#)

# Mental Health and Wellbeing for Virtual Teams – 2 x 2 Hours

### Overview:

Our mental health and well-being is being tested as this global Covid-19 crisis continues. 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 and readjust 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:

1. Understand the areas of responsibility around mental health.
2. Recognise how we show up under stress, and what to pay attention to.
3. Explore how to balance empathy with effectiveness.
4. Identify the early warning sign of mental health issues.
5. Learn how to have sensitive conversations.
6. Explore how can you keep your team feeling and performing well?

### Who is it for:

People Managers



Learn more about Mental Health and Wellbeing for Virtual Teams.

[Contact us](#)

# Workplace Wellbeing – 4 x 2 Hours

### Overview:

The past year has highlighted even further the importance of workplace wellbeing. It relates to every aspect of working life, from physical health and safety, to how workers feel about the culture of the organisation, how work is organised, managed and workers opportunities for career development, emotional development, and lifelong learning.

Workplace wellbeing is a key factor in determining an organisation's long- term effectiveness. Every employer has a duty of care to its employees. Improving workplace wellbeing has far reaching benefits, some of which include better employee engagement, higher performance and increased sense of purpose and motivation.

### Objectives:

1. Explore physical and mental health in a workplace context.
2. Analyse your workplace environment/culture, is it supportive?
3. Recognise the importance of line manager engagement.
4. Learn about the role of emotional intelligence in wellbeing.
5. Identify opportunities for development and growth.

### Who is it for:

Leaders, Senior Managers, Aspiring Leaders, People Managers

### Participants who selected this programme also selected:

- How to lead effectively in a crisis.
- Introduction to Emotional Intelligence.
- Managing Remote Teams
- Building High Performance Teams



Learn more about our  
Workplace Wellbeing  
programme.

[Contact us](#)

# Building an Accountability Culture – 2 x 2 hours

### Overview:

Accountability in the workplace is something every manager wants to have, and every employee should strive to attain. Accountability has a clear link to higher work performance, and it also results in improved competency and commitment to work, increased employee morale, and work satisfaction. It's also known to enhance creativity and innovation because there is a more significant investment in the future of the organisation.

### Objectives:

1. Define what an accountability culture is.
2. Understand the importance of an accountability culture.
3. Compare and contrast an accountability culture versus a culture without accountability.
4. Implement strategies for developing a culture of accountability, to include holding your leaders accountable.
5. Learn how to give useful feedback to support a culture of accountability.

### Who is it for:

Managers

### Participants who selected this programme also selected:

- Building High Performance Teams
- Building Personal Accountability
- Developing Collaborative Alliances and Partnerships



Learn more about our  
Accountability Culture  
programme

[Contact us](#)

# Coaching Fundamentals – 2 x 2 hours

### Overview:

Great people managers are also great coaches. Coaching helps people get clear on their goals, discover new ways of thinking, reduce feelings of stress, and, ultimately, step into their potential. Research shows that coaching increases performance.

Participants will learn how to help others identify their future aspirations, current challenges, any barriers they face and what actions they need to take to achieve their potential. Not only will participants learn how to coach others in this workshop, but through the practical application of the learning, they will have the opportunity to receive coaching themselves.

### Objectives:

1. Define coaching.
2. Understand the benefits of coaching.
3. Understand how to prepare for productive coaching conversations.
4. Develop and hone coaching skills and competence through practice and feedback.

### Who is it for:

All people managers

### Participants who selected this programme also selected:

- Self Awareness and Personal Effectiveness (Insights)
- Motivating Performance Through Feedback
- Leading Self and Learning to Lead Others



Learn more about our  
Coaching Fundamentals  
programme

[Contact us](#)

# Learning to Give and Receive Feedback – 2 x 2 hours

### Overview:

Giving and receiving feedback is a skill that develops over time. In this course, participants are introduced to a process they can use to improve their feedback skills and communicate with confidence. There is a scientific basis for many of our observations and intuitions about feedback - such as it is hard to give correctly; people do not like it, and more. These fears will be overcome as participants learn how to tackle these difficulties.

### Objectives:

1. Understand the essentials and benefits of giving and receiving feedback.
2. Identify and explore challenges when giving and receiving feedback and adopt appropriate strategies to overcome these.
3. Explore various techniques and models for giving and receiving feedback.
4. Practice the art of giving useful feedback.

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Dealing with Conflict
- Motivating Performance through Feedback
- Basics of Coaching
- Building High Performance Teams



Learn more about our  
Effective Feedback  
programme

[Contact us](#)

# Team Leader Foundations – 3 x 2 hours

### Overview:

New team leader success and effectiveness is based on the ability to guide the work of others rather than be an individual contributor. Team leaders are responsible for setting directions, facilitating relationships, utilising competencies of team members, and driving business results. This course offers participants the framework and the tools to help them succeed in this new role.

### Objectives:

1. Define the role of the team leader.
2. Establish your team leader brand.
3. Create and foster productive working relationships.
4. Identify and utilise the competencies of individual team members.
5. Establish how to set individual goals to enhance business results.
6. Create a vision for the next 100 days.

### Who is it for:

Newly Appointed Team Leaders

### Participants who selected this programme also selected:

- Coaching Fundamentals
- Leading Self and Learning to Lead Others
- Building High Performance Teams



Learn more about our  
Team Leader programme

[Contact us](#)

# Achieving Results through Teams – 2 x 2 hours

### Overview:

Leaders get results through their teams. This workshop focuses on identifying participants' current leadership style and how to flex in order to motivate staff and develop a high performing team. Participants have the opportunity to assess their leadership style, and also examine their team's potential and develop strategies for maximising it.

### Objectives:

1. Identify the strengths and weaknesses of leadership style in line with recognised leadership theories.
2. Identify the preferred leadership style and develop a plan to flex this appropriately.
3. Explore appropriate tools, techniques, and approaches to develop a leadership style.
4. Commit to specific actions that will help develop your leadership style and get the most from your team.

### Who is it for:

Managers

### Participants who selected this programme also selected:

- Basics of Coaching
- Building an Accountability Culture
- Building High Performance Teams



Learn more about our  
Results through Teams  
programme

[Contact us](#)



# Candid Conversations – 2 x 2 hours

### 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 candour, especially when dealing with difficult issues and individuals.

### Objectives:

1. Learn how to actively bring issues to the surface.
2. Identify personal situations that are problematic.
3. Explore conditions to enable candid conversations.
4. Learn how to be direct but not overbearing.
5. Develop precise questioning techniques to drive candid conversations.

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Self Awareness and Personal Effectiveness (Insights)
- Motivating Performance Through Feedback
- Dealing With Conflict



Learn more about our  
Candid Conversations  
programme

[Contact us](#)

# Team Insights – 2 x 2 hours

### Overview:

Ready for your team to work together more effectively? After each team member goes through the Self-Awareness and Personal Effectiveness workshop, receiving their Discovery Insights® profile, they come together in this course to explore themselves as a team. This includes identifying how they communicate as a team, the team dynamics when under pressure, and how to effectively give and received feedback to become a more high-performing team.

### Objectives:

1. Explore the colour energies and eight types within the team.
2. Identify your value to the team and what you can do more of.
3. Explore each colour energy communication style and identify how to adapt and connect more effectively within the team.
4. Explore how colour energies change in the team when under pressure.
5. Give and receive feedback to one another to help heighten self-awareness.
6. Create a Team Charter.

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Self Awareness and Personal Effectiveness (Insights)
- Building High Performance Teams
- Motivating Performance through Feedback
- Appreciating Differences



Learn more about our  
Team Insights  
programme

[Contact us](#)

# Build Better Relationships through Emotional Intelligence – 2 x 2 hours

## Overview:

Professionals with high emotional intelligence are shown to add more value to the bottom line of their organisation. Learning to build successful relationships with colleagues and leadership can change the course of our career success. This course will teach the fundamentals of emotional intelligence and help attendees become more self-aware. Participants will gain the ability to perform better in their professional environment and personal lives.

## Objectives:

1. Learn how emotions and thoughts influence behaviours.
2. Explore the four-domain model of Emotional Intelligence (EI).
3. Explore social awareness and relationship effectiveness.
4. Manage defensiveness and develop collaborative intention.
5. Increase confidence in managing conflict and emotional conversations.

## Who is it for:

All Employees

## Participants who selected this programme also selected:

- Introduction to Emotional Intelligence
- Self Awareness and Personal Effectiveness (Insights)
- Motivating Performance Through Feedback
- Dealing With Conflict

## Managing Others



Learn more about our  
Emotional Intelligence  
programme

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# Management Fundamentals – 4 x 2 Hours

### Overview:

Management Fundamentals is an introductory programme that provides participants with the essential and must have knowledge and skills required to be an effective junior manager. The programme combines best practice management theory, with real life experience and plenty of on- the- job application.

### Objectives:

- 1.Understand the role and responsibilities of a manager.
- 2.Explore self awareness, personality styles, perceptions and preferences.
- 3.Learn about the power of Emotional Intelligence.
- 4.Identify who you need to influence and why.
- 5.Identify key steps in managing day to day performance of self and others.
- 6.Learn the art of delegation and motivation.

### Who is it for:

Junior Managers, New Managers, Supervisors

### Participants who selected this programme also selected:

- How to lead effectively in a crisis.
- Problem solving and decision making
- Presentation Skills



Learn more about our  
Management  
Fundamentals  
programme.

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# Leadership Fundamentals – 4 x 2 Hours

### Overview:

Leadership Fundamentals is a dynamic introductory programme for those looking to unlock their potential, and to lead and inspire others. The programme blends the best of current Leadership theory and practice. The participant will be immersed in a journey of self- discovery, through self-assessment, feedback from colleagues and peers and key practical applications to take away and implement in the workplace.

### Objectives:

- 1.Understand why self awareness is key to Leadership.
- 2.Explore the importance of communication with empathy and understanding.
- 3.Recognise the role of emotional intelligence in Leadership.
- 4.Learn how to develop a one team mindset and why it is vital for organisational development.
- 5.Recognise your personal development gaps and how best to develop them.
- 6.Identify how to optimise performance of self, team and organisation.

### Who is it for:

Leaders, Senior Managers, Aspiring Leaders, People Managers

### Participants who selected this programme also selected:

- How to lead effectively in a crisis.
- Introduction to Emotional Intelligence.
- Managing Remote Teams
- Building High Performance Teams



Learn more about our  
Leadership  
Fundamentals  
programme.

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# Presentation Skills – 2 x 2 hours

### Overview:

Many people fear standing up in front of a group to speak publicly. The sweaty palms, quivering voice, and increased heart rate are all common traits that people experience when asked to do this; however, anyone can overcome these and even get to the point of enjoying it! Presentation skills are essential business skills to possess, and this workshop will help us hone them.

### Objectives:

1. Identify the critical needs of a presentation task.
2. Organise and structure material and guide notes.
3. Draft clear, practical, and creative visual aids.
4. Develop personal techniques to help control nerves.
5. Identify and develop an engaging personal style.
6. Learn how to use tools such as analogies, examples, stories, demonstrations, videos – for communicating technical content.

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Self Awareness and Personal Effectiveness (Insights)
- Impact and Influence
- Facilitation Skills



Learn more about our  
Presentation Skills  
programme

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# Facilitation Skills – 2 x 2 hours

### Overview:

Adults learn very differently than young adults. 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 training in an engaging manner to adult learners.

### Objectives:

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

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Impact and Influence
- Presentation Skills
- Leading Effective Meetings



Learn more about our  
Facilitation Skills  
programme

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# Negotiation Skills – 2 x 2 hours

### Overview:

Negotiation is an important skill to have in the business world. This workshop features the three phases of the negotiation process and how we can best influence others throughout this process for a win-win outcome. This includes understanding our own and others' preferred styles of negotiation based on the Discovery Insights® system, as well as strategies for conflict resolution and tools for building trust.

### Objectives:

1. Understand our own and others' preferred styles of negotiation.
2. Learn where to flex and adapt communication effectively during negotiations.
3. Understand and define the concepts of negotiation, influencing in negotiation, conflict resolution, and trust.
4. Learn the tools and skills required to implement these strategies.

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Self Awareness and Personal Effectiveness (Insights)
- Impact and Influence
- Dealing with Conflict
- Managing Change



Learn more about our  
Negotiation Skills  
programme

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## Managing Change – 2 x 2 hours

### Overview:

Change is one of the only guaranteed aspects of working within an organisation and something that everyone needs to learn how to manage. This workshop equips participants with a better understanding of change, why and how it occurs, and, finally, how to improve our ability to handle the transition.

### Objectives:

1. Explore the nature of change and its role.
2. Discover the advantages of taking a systematic approach to managing change within teams and organisations.
3. Understand and recognise reactions to change and how to minimise resistance.

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Impact and Influence
- Building High Performance Teams
- Problem Solving and Decision Making



Learn more about our  
Managing Change  
programme

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# Problem Solving and Decision Making – 2 x 2 hours

## Overview:

Problem-solving and decision making is the act of choosing between two or more courses of action. While it is a simple concept, practical problem solving and decision making is not a simple process. This workshop will take participants through effective problem solving and decision-making processes, providing a myriad of tools to help them conduct more reliable problem solving and make effective decisions in both their professional and personal lives.

## Objectives:

1. Identify possible blind spots and limitations to our problem solving and decision-making process.
2. Understand the advantages of taking a systematic approach to problem-solving and decision making.
3. Introduce a range of tools and techniques which can be applied at different stages of the problem solving and decision-making process.

## Who is it for:

All Employees

## Participants who selected this programme also selected:

- Innovation Incubator
- Negotiation Skills
- Impact and Influence
- Managing Change



Learn more about our  
Problem Solving  
/Decision Making  
programme

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## Dealing with Conflict – 2 x 2 hours

### Overview:

Dealing with and resolving conflict with an individual or within a team is a critical skill for all.

Developing the skills and techniques required to enable us to deal with conflict effectively will help us in all areas of our professional and personal lives. This programme is highly interactive, balancing discussion with real life examples, theory and practical skills and techniques to use on a day to day basis.

The outputs from the workshop are a set of relevant skills appropriate to your role.

### Objectives:

1. Explore causes of conflict and interpersonal friction in the workplace.
2. Identify the effects of conflict on individuals and teamwork.
3. Understand the stages of conflict development.
4. Explore conflict in relation to performance and communication.
5. Learn techniques to deal with conflict.

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Self Awareness and Personal Effectiveness (Insights)
- Negotiation Skills
- Impact and Influence
- Appreciating Differences



Learn more about our  
Conflict Management  
programme

[Contact us](#)

# Leading Effective Meetings – 2 hours

### Overview:

Some studies estimate that the average US worker will spend 40-55% of their time in meetings. Despite the many hours employees devote to sitting around a conference table, many people find their meetings are too long, unfocused, and an inefficient use of time. This meeting management course addresses those frustrations. Using a range of activities and exercises, the workshop offers participants best practices for preparing for meetings, running them, and following up after the fact.

### Objectives:

1. Identify the components of a successful meeting.
2. Develop a meeting structure to improve communication and results.
3. Prepare “rules of engagement” to enhance the productivity of a meeting (both in-person and virtual).
4. Outline a follow-up plan to gauge the effectiveness of the meeting.

### Who is it for:

All Employees

### Participants who selected this programme also selected:

- Self Awareness and Personal Effectiveness (Insights)
- Impact and Influence
- Presentation Skills
- Facilitation Skills



Learn more about our  
Effective Meetings  
programme

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## Project Management Fundamentals – 3 x 2 Hours

### Overview:

This programme provides participants with a solid foundation in and a common understanding of Project Management fundamentals. The focus will be on the practical tips and tricks to enable you to plan and execute projects in a more effective and efficient manner. Learn how to plan, organise and control projects effectively, with particular emphasis on delivery of results within time, budget and quality constraints.

### Objectives:

1. What a project is and what it is not.
2. Project Lifecycle Phases – Initiation, Planning, Execution and Handover
3. Explore the Role of the Project Manager and other Project Stakeholders
4. Develop a Project Charter and Project Plan
5. Analyse how to Monitor and Control Project Execution
6. Clarify Project Manager competencies including Scope Management, Stakeholder Management and Influencing, Prioritizing and Time Management
7. Complete a Project Challenges Peer Clinic

### Who is it for:

Anyone with responsibility for managing a project or working in a project team.

### Participants who selected this programme also selected:



Learn more about our  
Project Management  
Fundamentals  
programme

[Contact us](#)

# Finance Fundamentals – 4 x 2 Hours

### Overview:

Understanding financials is a critical skill for leaders but for many it can be a daunting topic. Finance Fundamentals is designed to take the fear out of 'financials' by taking a very practical, case driven approach. The emphasis is on understanding financial data in the context of more effective decision making aligned to business needs.

This virtual programme will provide participants with a sound basis in the principles of financial management and financial skills.

### Objectives:

1. Identify the different ways in which organisations manage their finances and explain the source and use of funds.
2. Explain the use and application of commonly-used financial terminology as they relate to the P&L, the balance sheet and cash flow statements.
3. Identify and address the practical implications of cash flow along with the sources and application of working capital funding.
4. Analyse and interpret financial reports in order to exercise financial judgement and make informed decisions.
5. Apply the tools and techniques of effective expenditure control, monthly reporting, variance analysis and management based on a sound understanding of how budgets are built and expenditure managed.

### Who is it for:

Non-financial managers who want to obtain a sound knowledge of financial principles to allow them to navigate their way around financial reports and management accounts

### Participants who selected this programme also selected:



Learn more about our  
Finance Fundamentals  
programme

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## Virtual Performance Conversations – 2 hours

### Overview:

Performance conversations are always challenging for both the manager and the employee and the virtual environment adds a further layer of difficulty. Performance conversations should happen on an ongoing basis and your employees should have a good understanding of how well they are doing, what their challenges are and the opportunities to improve performance. This virtual programme will provide people managers with the practical tips and tricks to conduct effective performance conversations in a virtual environment.

### Objectives:

1. Articulate the importance of ongoing virtual performance conversations
2. Recognise and apply best practice behaviours in a virtual environment
3. Explain the difference between Checking In and Checking Up
4. Apply practical techniques to enhance the quality of your virtual conversations including preparation and what to do during and after the conversation
5. Prepare for the challenges of conducting an upcoming virtual performance conversation

### Who is it for:

People Leader

### Participants who selected this programme also selected:



Learn more about our  
Virtual performance  
conversations  
programme

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## Client Testimonials

“We are delighted to have partnered with OMT Global for our bespoke Leadership Development programme. Their proven experience, expertise and creativity ensured our programme had the right balance of theory and practice for our leaders. They took the time to understand our business and provided us with a dedicated team who carefully listened to our needs and supported us throughout our journey. We look forward to continuing our relationship and would strongly recommend them to any organisation.”

**LUFTHANSA TECHNIK SHANNON LTD.**

“OMT has had a huge impact on our leadership team. It has become very apparent our District Managers were greatly impacted by LEAD. I have seen everything put into action out in the field as the US moves through COVID-19. I truly think our results would look extremely different if our teams were not equipped with the leadership skills you and your team have worked so hard to train us on. Save A Lot may be considered an essential business currently, but OMT was an essential partnership to get us here”

**SAVE A LOT**

“In looking to design, deliver and evaluate a global retail sales training programme for our 11,000+ employees worldwide, we chose OMT for their innovation, high quality, flexibility and speed.

A partnership that is growing in strength and results.”

**DUFRY**

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