



Live virtual training

For employees who work remotely

KPMG now offers live virtual training to fit the new realities of remote work via Microsoft Teams. You do not need a Teams account to join any of the sessions.

With many employees continuing to work from home at least part of the time, KPMG in Bermuda has developed virtual training experiences as a new way to offer our courses to companies.

We are providing training opportunities in the form of virtual public open-enrollment courses delivered to employees from different companies. Like all the courses we've offered in the past, our virtual sessions will impart the skills people require for real-work situations.

Virtual course dates

Writing Email for Results

March 23, 2021 | 9:30am – 12:00pm

Coaching for High Performance: Tips and Techniques

March 25, 2021 | 9:30 am – 12:00pm

The Rising Female Leader

March 30, 2021 | 9:30 am – 12:00pm

Advanced Approaches for Coaching Individuals and Teams

April 8, 2021 | 9:30 am – 12:00pm

Communicating with Impact

April 13, 2021 | 9:30 am – 12:00pm

Having Difficult Conversations that Gain Positive Outcomes

April 15, 2021 | 9:30 am – 12:00pm

Managing Time and Working Productively

April 20, 2022 | 9:30 am – 12:00pm

Presenting and Pitching Remotely

April 22, 2021 | 9:30 am – 12:00pm

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Eight course titles



Writing Email for Results

March 23, 2021 | 9:30am -12:00pm

Being clear, concise and correct by:

- capturing the attention of the "skip-and-scan" reader;
- creating the right subject line;
- writing with a professional, yet approachable, style;
- proofreading perfectly; and
- following rules for appropriate workplace messaging.



Coaching for High Performance: Tips and techniques

March 25, 2021 | 9:30am -12:00pm

Enhance your abilities to skillfully coach by:

- knowing what it means to be both a leader and a coach
- having a coaching culture inside your organization
- practicing the "adaptive coaching" technique
- identifying the "must knows" for coaching across generations
- asking powerful questions throughout a coaching session



The Rising Female Leader

March 30, 2021 | 9:30 am – 12:00pm

Tips and approaches for women to achieve lasting professional success by:

- moving from being achievers to leaders;
- understanding the issues and problems women face in the workplace;
- seeing what some organisations have done to develop their rising female leaders;
- developing personal approaches to empower yourself, your team members and your organisation;
- being a mentor, sponsor and ambassador; and
- creating a clear career development plan.



Advanced Approaches for Coaching Individuals and Teams

April 8, 2021 | 9:30 am – 12:00pm

You will learn advanced ways to lend support to employees and teams, improve their skills, help them see their blind spots and create accountability through:

- understanding the difference between coaching individuals and teams;
- coaching with tactics that use employee strengths to address specific issues and challenges;
- identifying goal setting strategies that motivate;
- listening effectively as a coach;
- asking intentional high-leverage quality questions;
- recognising common coaching challenges; and
- identifying important guidelines to provide feedback.



Communicating with Impact

April 13, 2021 | 9:30 am – 12:00pm

Getting information and ideas across clearly by:

- structuring what you say;
- explaining benefits and value;
- telling stories to bring ideas to life;
- applying a template for communicating change; and
- bridging from questions to answers.



Having Difficult Conversations that Gain Positive Outcomes

April 15, 2021 | 9:30 am – 12:00pm

Gaining positive outcomes through:

- turning difficult conversations into problem-solving discussions;
- exploring different viewpoints;
- key communication skills: listening, speaking like a diplomat, being direct but not blunt;
- explaining the bigger-impact picture; and
- responding to accusations.



Managing Time and Working Productively

April 20, 2022 | 9:30 am – 12:00pm

Working smarter and reducing stress through:

- tips and techniques for getting things done;
- overcoming procrastination;
- managing your energy;
- dealing with multi-tasking; and
- techniques for productively working from home.



Presenting and Pitching Remotely

April 22, 2021 | 9:30 am – 12:00pm

Whether you are pitching within your company or to outside clients, you'll learn how to present in ways that take advantage of virtual technology by:

- building rapport and connecting with your virtual audience;
- making clear, concise messages your top priority;
- being more aware of your virtual presentation style;
- anticipating questions and making your answers interactive;
- creating collaborative conversations virtually;
- avoiding talking too much; and
- explaining financials (and other numbers) with the right amount of detail.

Live virtual training

The FAQs

1

How long are the courses?

They are all designed to be 2.5 hours (with a break).

2

How many participants attend?

The ideal number varies with the course. The range is 10 – 20. Our priority is to maintain the personal interactive nature of the learning experience.

3

What virtual event platform do you use?

We deliver all courses on Microsoft Teams. Before the course, we will send the registered attendee an invitation that includes a link to the course. Neither the attendee nor their company needs a Microsoft Teams account to join the training.

4

What is the course fee and how do attendees register?

The fee to attend a course is \$300. Please send us an email stating which course you would like to attend, along with your company contact information, and we will send you an invitation.

Discount for multiple attendees. If your organisation registers three (3) or more attendees into any one course, the fee for each person will be \$250 per course – a \$50 discount for each participant.

If you are a training manager or team leader in your company and want to send several individuals to a specific course, please email us your contact information and a list of the attendees for the course. We will take charge of sending invitations to the attendees and send you an invoice for all attendees.

5

Will participants receive professional development hours and a certificate?

Yes, all participants will be provided with a slide deck of key slides and a certificate, which accounts for 2.5 CPD hours for full attendance to the course.

To register, contact:



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