KPMG

Live virtual training

Public open-enrollment courses for employees working remotely.

Virtual course dates

Coaching for high performance: Tips and techniques
- May 10, 2022 | 9:30am – 12:30pm

Advanced coaching skills for individuals and teams
- June 22, 2022 | 9:30am – 12:30pm

The rising female leader 1: Getting started on the journey
- May 17, 2022 | 9:30am – 12:30pm

The rising female leader 2: Advanced concepts and strategies for female leadership
- June 15, 2022 | 9:30am – 12:30pm

Managing time and working productively
- April 19, 2022 | 9:30am – 12:00pm

Communicating with impact
- May 12, 2022 | 9:30am – 12:00pm

Writing email for results
- May 19, 2022 | 9:30am - 12:00pm

Presenting and pitching remotely
- June 9, 2022 | 9:30am – 12:00pm

Having difficult conversations that gain positive outcomes
- June 2, 2022 | 9:30am – 12:00pm

DISC™ Assessment Program to understand your interaction style
- May 31, 2022 | 9:30am – 12:00pm

To register or for more information, contact:

Learning and Development Team
T: +1 441 295 5063 | **E:** training@kpmg.bm

10 course titles

Coaching for high performance: Tips and techniques
Enhance your abilities to skillfully coach by:
- knowing what it means to be both a leader and a coach;
- rating yourself as a coach;
- having a coaching culture inside your organisation;
- coaching across generations; and
- practicing an "adaptive coaching" approach.

Advanced coaching skills for individuals and teams
You will learn advanced ways to lend support to employees and teams, help them see their blind spots and create accountability through:
- understanding the differences between feedback and coaching;
- coaching with tactics that use employee strengths;
- treating feedback as a coaching activity;
- asking high-leverage powerful questions;
- understanding the 10 most effective coaching methods to drive team success; and
- practicing the dos and don'ts when coaching remotely.

The rising female leader 1: Getting started on the journey
Tips and approaches for women to achieve lasting professional success by:
- Identifying what some organisations have done to develop their rising female leaders;
- moving from being achievers to leaders; and
- understanding the issues and problems women face in the workplace.

The rising female leader 2: Advanced concepts and strategies for female leadership. *There is no requirement that you attend "The rising female leader 1" course before taking this course. However, it is highly recommended that you sign up for both courses.*
Instilling a culture of rising female leadership by:
- developing personal approaches to empower women, their teams and their organisation;
- identifying the differences and importance of having mentors, coaches and sponsors; and
- creating clear career development leadership plan.

Managing time and working productively
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.

Communicating with impact
Getting information and ideas across clearly by:
- structuring what you say;
- explaining benefits and value;
- applying a template for communicating change;
- telling stories to bring ideas to life; and
- bridging from questions to answers.

Writing email for results
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; and
- proofreading perfectly.

Presenting and pitching remotely
Whether you are communicating within your company or to outside clients, you'll learn how to present and pitch in ways that take advantage of virtual technology by:
- connecting with your virtual audience from the start;
- being more aware of your virtual presentation style;
- using slides: creating storyboards that guide the presentation's interactive flow;
- making concise key messages your top priority; and
- creating interactions and collaborative conversations virtually.

Having difficult conversations that gain positive outcomes
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; and
- responding to accusations.

DISC™ assessment program to understand your interaction style
Before this virtual program, you will complete the DISC Interaction Style Assessment online. During the program, you will learn to apply the results so you can:
- communicate and work more effectively;
- recognise the styles of others to interact with them better;
- leverage your strengths and see areas where you might improve;
- influence others to accept your ideas; and
- work more productively in teams.

Live virtual training
Frequently asked questions

1 How long are the courses?
They are all designed to be 2.5 or 3 hours depending on the course (with breaks). Participants will be expected to sign in five minutes before the start of the training.

2 How many participants attend?
The ideal number varies with the course. The range is 12 – 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. Neither the attendee nor their company need 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. You can register through our. We will send you confirmation along with a link that you will use to join the course on the day of the programme.

Are group discounts available?
5 Yes, we offer three types of discounts for multiple registrations.

- Three (3) or more attendees in any of the courses in any combination. The fee will be $250 per course – a $50 discount for each participant.

- Ten (10) or more attendees in any of the courses in any combination. The fee will be $200 per participant – a $100 discount for each participant, meaning you can send 10 employees for $2000.

- Not-for-profit / charity organisations. The fee will be $225 per participant.

To take advantage of one of these discounts, simply email training@kpmg.bm and tell us the number of participants you would like to register. We will send you a DISCOUNT CODE. Enter the code into the PTix course registration list, along with each attendee's name and email address. The appropriate discount will be applied.

Will participants receive professional development hours
6 and a certificate?
Yes, all participants will be provided with a slide deck of key slides and a certificate, which accounts for 2.5 or 3.0 CPD hours depending on the course's duration for full attendance to the course.

Follow-up bonus: Three- to six- months after your course, you
7 will be invited for a "Check-in" with our facilitation team for a 30-minute sharing opportunity of how you have implemented the tools to enhance your role and professional responsibilities.

What our past clients are saying about our courses

Coaching for high performance: Tips and techniques

"Cleared up the cloud in my head about Leaders vs Managers, and how coaching applies to both roles."

"The entire course was beneficial."

"Great session! Very interactive, impactful, and useful for the future."

The rising female leader

"Thank you for the engaging course with many nuggets to apply to my professional and personal growth."

"I am currently doing a Managing Diversity class towards my degree and tonight's topic is *Gender-based barriers to senior management positions.* This course aligned perfectly, and the timing could not have been better. Excellent course. Thank you."

Managing time and working productively

"Great relatable material."

"I enjoyed the sharing amongst the participants and hearing what others are experiencing."

"I really enjoy how interactive this session was."

Communicating with impact

"The tasks we did were really interactive. Courses are normally a presenter talking at you the whole time. This was not that."

"It was a nice-sized class and I didn't feel like there was information overload."

"Excellent course with relevant material provided."

Presenting and pitching remotely

"The presenters were excellent at keeping everyone engaged and interacting throughout the course."

"Kept attention throughout with continual learning points."

"Always something new to learn, plus great reminders of what I've forgotten."

Writing email for results

"I liked how well thought-out and put together the information was."

"Good examples of how emails can be improved -- practical, good pace and interactive."