



# Live virtual training

## For employees who work remotely

**KPMG in Bermuda 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 offers training experiences in the form of virtual open-enrollment courses delivered to employees from different companies.

Like all the courses we've offered in the past, our virtual sessions will teach the skills people require for real-work situations.

## Virtual course dates

### **Advanced Approaches for Coaching Individuals and Teams**

June 1, 2021 | 9:30 am – 12:00pm

### **Presenting and Pitching Remotely**

June 3, 2021 | 9:30 am – 12:00pm

### **Writing Email for Results**

June 8, 2021 | 9:30am – 12:00pm

### **Communicating with Impact**

June 10, 2021 | 9:30 am – 12:00pm

### **Coaching for High Performance: Tips and Techniques**

June 15, 2021 | 9:30 am – 12:00pm

### **Having Difficult Conversations that Gain Positive Outcomes**

June 17, 2021 | 9:30 am – 12:00pm

### **The Rising Female Leader**

June 24, 2021 | 9:30 am – 12:30pm

### **Managing Time and Working Productively**

June 28, 2021 | 9:30 am – 12:00pm

**To register for any of the courses listed above, visit:**  
<https://bit.ly/3fole7E>

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## Eight course titles



### **Advanced approaches for coaching individuals and teams**

June 1, 2021 | 9:30 am – 12:00pm

**You will learn advanced ways to lend support to employees and teams, improve their skills, and create accountability through:**

- understanding the differences between feedback and coaching;
- coaching with tactics that use employee strengths to address specific issues and challenges;
- asking powerful questions;
- conducting solution-driven “laser coaching” sessions;
- applying methods and techniques for effectively coaching teams; and
- tips for coaching remotely.



### **Presenting and pitching remotely**

June 3, 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:**

- 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.



### **Writing email for results**

June 8, 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;
- being clear and concise: avoiding overwriting;
- writing with a professional, yet approachable, style;
- proofreading perfectly; and
- following rules for appropriate workplace messaging.



### **Communicating with impact**

June 10, 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.



## Coaching for high performance: Tips and techniques

June 15, 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 organisation;
- coaching across generations; and
- practicing the "adaptive coaching" technique.



## Having difficult conversations that gain positive outcomes

June 17, 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.



## The rising female leader

June 24, 2021 | 9:30 am – 12:30pm

### 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; and
- having mentors and sponsors.



## Managing time and working productively

June 28, 2021 | 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.



ESG (Environmental, Social and Governance) factors have become critical to the success of businesses and there is a direct correlation to education and social impact. Employees, as well as other stakeholders, are looking for education and life-long learning, which are tied to the UN's Sustainable Development Goals. At KPMG in Bermuda, we are here to help.

We recognise that people are the heart of any organisation. We have built a robust learning and development program, which allows you to help your employees build confidence, empower change, enhance employee engagement and your organisation's sustainability.

# Live virtual training

## The FAQs

1

### How long are the courses?

Most are designed to be 2.5 hours (with a break). The rising female leader is 3 hours.

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?

The fee to attend a course is \$300.

5

### How do attendees register?

You can register for one or more courses through our Online Registration Form at <https://bit.ly/3fole7E>. We will send you confirmation along with a link that you will use to join the course on the date of the programme.

6

### Discount for multiple attendees.

If you are a training manager or team leader in your company and want to send three (3) or more attendees to a specific course, the fee for will be \$250 per course – a \$50 discount for each participant. Simply email [training@kpmg.bm](mailto:training@kpmg.bm) and tell us the number of participants you would like to register and we will send you a DISCOUNT CODE. Enter the code on the course's registration page, along with each attendee's name and email address, and the discount will be applied.

For more information, please contact [training@kpmg.bm](mailto:training@kpmg.bm).

## To register, contact:



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