



Public open enrollment courses

Virtual course dates

- **Time management and working productively**
November 14, 2022 | 9:30am – 12:00pm
- **Writing emails for results**
November 9, 2022 | 9:30am – 12:00pm
- **Communicating with impact: Designing & delivering business presentations for impact**
November 24, 2022 | 9:30am - 12:00pm

Face to face course dates

- **Coaching skills for managers**
November 15, 2022 | 9:30am – 4:30pm
- **Having difficult conversations that gain positive outcomes**
November 17, 2022 | 9:30am – 1:30pm
- **Developing the rising female leader**
December 13, 2022 | 9:30am – 4:30pm
- **Career development: Planning for success**
December 16, 2022 | 9:30am – 1:30pm

Prices

- **Virtual courses:** \$300
- **Half-day courses:** \$425
- **Full-day trainings:** \$850
- **Special offers:** Go to the FAQ section to find out more

For more information, contact the Learning and Development Team.

T: +1 441 295 5063 | E: training@kpmg.bm

Course descriptions



Time management and working productively

This course addresses aspects of time management fundamental to working productively. The goals are to help you reduce stress, work smarter, improve your professional image and avoid crises. Throughout the course, you will be asked to make self-commitments to use time in new, constructive ways.



Writing emails for results

This course provides you with the content to improve your writing so readers can grasp the intended meaning quickly and easily, whatever the medium. The focus is on making your writing clear, concise and correct.



Communicating with impact: Designing & delivering business presentations for impact

With a focus on small meetings and one-on-one interactions, Communicating with Impact provides the skills you need to be clear and convincing. You will practice a variety of communication skills in this interactive course. The overall aim is to improve your ability to speak with confidence in any situation.



Coaching skills for managers

This course enables leaders to coach effectively by helping employees regularly develop their knowledge, skills and determination. Leaders who provide targeted, ongoing coaching to their employees can strengthen their team and add value to their organization. You will discover how to use your expertise to help employees do their jobs better – sharing your knowledge and experience in areas that can benefit them professionally and personally. As managers you will be provided with a coaching model and skills to support the development and growth of their employees and team, to conduct effective coaching conversations, drive employee performance up and respond to common coaching challenge.



Having difficult conversations that gain positive outcomes

When done well, having difficult conversations can help others improve their performance and personal effectiveness. However, the skills of difficult conversations do not always come naturally. This course focuses on the skills needed to have difficult conversations in a way that opens the door to discussion and improvement. The focus is on preserving relationships.

You will learn a repeatable approach that you can use when engaging in difficult conversations.



Developing the rising female leader

This course will provide tips and approaches to help prepare you for a future leadership role. This course is particularly helpful for anyone who would like support with identifying the steps they need to take in their development journey and creating a holistic development plan, highlighting and addressing any barriers that may be in their way.



Career development: Planning for success

This course enables leaders to coach effectively by helping employees regularly develop their knowledge, skills and determination. Leaders who provide targeted, ongoing coaching

to their employees can strengthen their team and add value to their organization. You will discover how to use your expertise to help employees do their jobs better – sharing your knowledge and experience in areas that can benefit them professionally and personally. As managers you will be provided with a coaching model and skills to support the development and growth of their employees and team, to conduct effective coaching conversations, drive employee performance up and respond to common coaching challenge.

Frequently asked questions

1

How long are the courses?

They are all designed based on facilitating using either a virtual platform (2.5hrs) or face to face (1/2 day= 4hrs; full day= 7hrs. Participants will be expected to sign in for a virtual course, five minutes before the start of the training and for a face to face course, fifteen minutes before the start.

2

How many participants attend?

The ideal number varies with the course. The range is either open or up to 20 participants. 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 varies:

- \$300 or \$250 if you register for three (3) or more virtual courses;
- \$425 for half day courses that are four(4) hours; and
- \$850 for full day courses that are seven (7) hours.

You can register by visiting: [Registration for KPMG Training Offerings \(Nov-Dec 2022\)](#).

5

Are group discounts available?

Yes, we offer three types of discounts

- Register for any three (3) or more courses (virtual or face to face) and receive a \$50 discount for each participant

- Register ten (10) or more of your employees to any of the courses and receive a \$100 discount for each participant
- Not-for-profit / charity organisations, receive a \$75 discount to any of our courses take advantage of one of these discounts, simply email

Once you have registered your employees for the courses using the link: [Registration for KPMG Training Offerings \(Nov-Dec 2022\)](#), send an email to training@kpmg.bm and tell us which of the above discounts you are taking advantage of.

6

Will participants receive professional development hours and a certificate?

Yes, all participants will be provided with key slides from the training and a certificate, which accounts for CPD/ CPE credit hours depending on the course's duration. Participants will have to be present for the entire course to receive their CPD hours.

7

Follow-up bonus: Three- to six- months after your course, you will be invited for a free 30 minute "Chat & chew" session with our facilitation team, to share your experience of utilizing/implementing any tips, tools and/or strategies, received from the course to enhance your role and professional responsibilities.

What our past clients are saying about our courses



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."

Coaching Skills for Managers

"I liked working through the coaching challenges using real examples, so that we could practice the skills."

"The experiential activities made the course engaging and learning fun!"

"The information provided in combination with the instructor's knowledge and passion for the subject was great."

"I liked how this course changed my view of leadership."

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."

Career Coaching

"Very interactive, role playing."

"The energy in the group and from the facilitator was amazing."

