

HR ANEXI ACADEMY

of Virtual Learning

Bring your people closer to learning while distancing with others!

In order to continue building capability and helping people perform better as organisations position themselves to sustain or recover, we introduce **byte-size virtual learning** through **HR Anexi Academy of Virtual Learning**.



Each module is of 2 hour duration
* Modules of 4 hours conducted in 2 sessions

HR Anexi offers a diverse pool of virtual learning sessions delivered to you LIVE by our industry experts. We support learning anytime, anywhere and from any device, truly embracing agile learning.



Powering Organisations. Empowering People.

1

Leading in Virtual Environment™ (LIVE)

In today's virtual world where the sun never sets, virtual leadership and management have become the norm across organisations. Virtual leaders need to understand the importance of Trust and place greater emphasis on Communication to successfully lead a virtual team. The workshop presents some team leadership and management fundamentals and their application in virtual leadership situations.

2

Leading with Agility

Leadership agility is the key in this VUCA (Volatile, Uncertain, Complex & Ambiguous) world. Uncertain times can severely test (and reveal) the quality of leadership – their ability to make smart and effective decisions in a rapidly changing world. How to be flexible, forward-thinking, ready to embrace change, innovate, engage and lead teams is the purpose of this workshop.

3

Art of Effective Decision making

The ability to make decisions and sticking to it is the cornerstone of good leadership. Decision making is an on-going process in every business; large or small. Leaders must make tough decisions through rational thinking which can get affected by biases, feelings & perceptions of oneself and others. Learn the art of critical thinking using Transactional Analysis to take balanced and accurate decisions.

4

Leading with Emotional Intelligence

EI shapes our interactions with others and our understanding of ourselves. Research suggests it is responsible for as much as 80% of the success in our lives. Leaders with high emotional intelligence create more connected and motivated teams as they have the ability to build strong relationships and inspire others. This workshop helps you understand and appreciate the importance of EI Competencies.

5

Negotiating to Create Win-Win

Negotiation is both an art and science and it needs time to be developed. Master negotiators know the skill of positioning using appropriate processes, strategies, and styles of negotiation that influence their customers and partners towards mutually beneficial outcomes. This program will equip you with this high-in-demand skill to close deals that might be deadlocked and maximize value for all stakeholders.

6

Critical Communication Skills

The quality of communication dictates the response one receives! Managers who possess good communication skills can keep their team morale high and resolve conflicts in time. Being an effective communicator takes real skills. The Critical Communication skills workshop will help you develop a truly engaging and responsive communication with your team, leading to positive results for all.

7

Delegating Responsibility

Effective delegation leads to motivated teams, improved performance and better time management as against confusion, frustration, and de-motivation of the team in case of poor delegation. This workshop helps managers to understand what delegation is, address barriers of delegation and work with the Delegation Planning Guide on their real-world situation to determine what to delegate and who to delegate to.

8

Giving Performance Feedback

Performance feedback is critical as it clarifies expectations, helps people learn from their mistakes and builds confidence. Equally important is leveraging high performance as it boosts morale. This program helps in learning how to deliver difficult feedback and then plan & deliver performance strategy conversations with team members.

9

Influencing Others

Managers can no longer lead solely with the power of authority or position. They need the power of influence - the ability to leave an effect on the actions, behaviour, opinions of others - to get things done. To be an effective influencer, you need both substance and style. This program helps managers understand how to create buy-in and advance ideas by building strong relationships and influencing strategically.

10

Handling Resistance

People are hardwired to resist – it's natural. Part of the brain – the amygdala – interprets any change as a threat to the body and releases the hormones for fear, fight or flight. This session teaches typical sources of resistance and common reactions to resistance and equips participants to use The Resistance Roundabout – a strategy for dealing with resistance.

11

Key Account Management

Key Account Management is a process that helps sustain, nurture and expand relationships with the organisation's most valuable accounts. Building and managing large key accounts is a daunting task. Learn how to craft a KAM Strategy and convert buyers into business partners.

12

Growth through Personal Effectiveness

Personal Effectiveness refers to an individual's ability to achieve their goals, communicate effectively, manage priorities, develop self-confidence and inspire others. This program will equip participants to utilise their talent, strengths, skills, energy and time to master their life and achieve both work and life goals.

13

Emaillogic

In the time and age of instant answers and responses, emails (which was once considered a casual form of communication) now form an integral part of our communication. Whether in offices or remote workplaces, businesses are built and run on emails. Learn the nuances, language, and etiquette of business emails in this session.

14

The Visual Connect: PowerPoint 101

MS PowerPoint is one of the most commonly used tool for presentation purposes. It can improve clarity of your presentations and help you to illustrate your message and engage your audience. In this workshop, you will learn how to use MS PowerPoint to build a presentation in less time than you ever thought possible.

15

Working with MS Excel (Basic)

Microsoft Excel is one of the most powerful yet simple and underestimated software. It is a lifeline for every professional in today's world. This session will cover in-depth lessons on how to use various Excel formulas, Tables and Charts for managing small to large scale business processes.