COMMUNICATING IN A VIRTUAL WORLD
AMPLIFY YOUR LEADERSHIP IN TODAY’S DIGITAL WORLD

Never before has the ability to lead and inspire through virtual communication been so critical for leaders. Yet the challenges of knitting remote teams together are many. Leaders must understand how virtual teams thrive, the new norms and opportunities distributed work presents and the new rules for success when listening, speaking and leading.

Going “Beyond Zoom”: Video calls are only one channel to lead and communicate. The most effective leaders embrace the many channels available to teams to create connection, fuel engagement and drive high performance.

Every member of an organization needs to learn how to use and define norms of communication across:

- **VIDEO** calls, conferences, meetings
- **VOICE** phone calls, voice messages
- **MESSAGING** chat, social boards
- **EMAIL** (not dead yet!)

**LEARNING OUTCOMES**
Through this interactive online program, you will learn how to:

**Set your mind to lead**
- Explore the challenges and opportunities remote work presents
- Take stock of your communication habits and those of your team
- Articulate your own preferences and boundaries and communicate these to your team

**Engage and inspire with effective communication**
- Be intentional about how you develop relationships
- Create and hold space for others in a variety of virtual communication contexts
- Articulate and reinforce strong team behaviours and communication norms

**Apply tools and techniques for virtual connection**
- Structure meetings for maximum efficiency
- Choose the right communication medium for your message
- Develop a strong virtual presence

**WHO WILL BENEFIT**
This program is for leaders at all levels who wish to enhance their ability to lead and inspire through virtual communication.

- **Date:** February 2022
- **Program Delivery:** Online
- **Commitment:** 6-9 hours
- **Investment:** $975

This course will be led by experienced professional consultants from The Humphrey Group, Inc. Please visit the Humphrey Group’s website for details: [thehumphreygroup.com](http://thehumphreygroup.com)

*Program schedule and content is subject to change. Please visit haskayneexeced.ca the most up-to-date program information.*
COURSE CONTENT

I. **February 7, 2022:**
   Welcome and Program Introduction
   Begin building the skills to communicate powerfully in all virtual media.

II. **WEEK 1: February 7 to February 11, 2022**
    February 11, 2022: Live Session 1 - Set your mind to lead
    Become familiarized with the landscape of remote work and work in small groups to set your own goals for this learning experience.

    Session 1: Online prework module: Shift your mindset to thrive on a virtual team
    Learn what is unique about virtual leadership and why communication is critical to remote teams. Explore the challenges and opportunities remote work presents.

III. **WEEK 2: February 14 to 18, 2022**
    February 18, 2022: Live Session 2 - Engage and inspire with effective communication
    Learn the importance of team rituals for team-building and engagement. Work in small groups to explore new rituals you can bring to your teams and receive feedback from your instructor and your peers.

    Session 2: Online prework module: Use communication to fuel engagement
    Learn to be intentional about how you develop relationships and create and hold space for others in a variety of virtual communication context.

IV. **WEEK 3: February 21 to 25, 2022**
    February 25, 2022: Live Session 3 - Tools and techniques for virtual connection
    Practice projecting your authentic presence by speaking to slides in impromptu communication or presentation opportunities.

    Session 3: Online prework module: Tools and techniques for virtual connection
    Explore the internal mindset shifts that all leaders must embrace to lead inclusively. Benchmark where you’re at today and make a plan for tomorrow.

VI. Self-directed sustainment
    Participants can access online self-learning modules for one year following program completion.

PROGRAM SCHEDULE - 2022

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<thead>
<tr>
<th>Dates</th>
<th>Learning Activities</th>
<th>Format</th>
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<tbody>
<tr>
<td>February 7</td>
<td>Module I: Shift your mindset to thrive on a virtual team</td>
<td>Online module</td>
<td>1-2 hours</td>
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<tr>
<td>February 11</td>
<td>Live session 1: Set your mind to lead</td>
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GRANT FUNDING

This program could be eligible for grant funding that can cover up to 2/3 of the program costs. An Executive Education team member can help you bundle courses to meet the minimum hours needed for eligibility.

REGISTER NOW

Haskayne Executive Education 403.220.6600
University of Calgary haskaynexeced.ca
Downtown Campus execed@haskayne.ucalgary.ca
6th Floor, 906 – 8th Avenue SW
Calgary, AB T2P 1H9

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