

## Training Options for Successful Hybrid Working

Pandemic restrictions have eased, and businesses are preparing to return to the office. Many employees have enjoyed the flexibility of working from home. So, it is likely that a “hybrid” model will be the new way of working.

Hybrid working is a mix between remote and office working. Ideally the model provides the best of both worlds. If successful, employees and employers can benefit from the: 1) flexibility of working from home and 2) time to collaborate with colleagues in the office.

In this webinar we present tips for successful hybrid working that will help teams optimise their time and their productivity while achieving a good work-life balance.

### Training Options

We offer a range of training options depending on your requirements. In the table below we outline the following:

1. 1-hour Top Tips Webinar/Seminar
2. 2-Hour Training Session
3. 0.5 Day Team Workshop

All training can be delivered in-person or online using your preferred collaboration tool.

### Resources

At all training sessions participants receive a Hybrid Working reference guide plus access to a range of productivity resources such as the Hybrid Working Weekly Planner and the Time Blocking tips card.

### Presenter

This webinar is delivered by Productivity Consultant Moira Dunne.



## Successful Hybrid Working

Training Option	Approach
1-hour Top Tips Webinar	<p>The following topics will be covered:</p> <ul style="list-style-type: none"> <li>• The importance of resetting before the next phase</li> <li>• How to plan ahead to get the most from your time</li> <li>• Individual and team tips to optimise hybrid working</li> </ul> <p><b>Fee = €300 online, €350 in person</b></p>
2-hour Top Tips Webinar	<p>The following topics will be covered:</p> <ul style="list-style-type: none"> <li>• The importance of resetting before the next phase</li> <li>• How to plan ahead to get the most from your time</li> <li>• Individual and team tips to optimise hybrid working</li> </ul> <p>The longer duration allows time for 1) individual planning exercises and 2) group discussion on how to work together effectively in a hybrid model</p> <p><b>Fee = €450 online, €500 in person</b></p>
0.5 Day Team Workshop (3.5 hours)	<p>The following topics will be covered:</p> <ul style="list-style-type: none"> <li>• The opportunities and challenges of working in a Hybrid model</li> <li>• How teams can plan ahead to optimise their time and interaction</li> <li>• How to optimise hybrid meetings</li> <li>• The importance of team planning and reporting on a regular basis</li> </ul> <p>The Team Workshop allows time for 1) group discussion and 2) team brainstorming on the best approach to planning, reporting and communicating together in a hybrid model.</p> <p><b>Fee = €700 online, €750 in person</b></p>

## Client List

(2016 to Date)

- 3Q Recruitment
- AIB
- AIG
- Brown Bag Films
- Chartered Accountants Ireland
- Company Formations Bureau
- CPL Recruitment
- Danone Ireland
- Design Enterprise Skillnet
- Donegal LEO
- ESB International
- Fineous Corporation
- Fingal LEO
- Grant Thornton
- International Women's Club Dublin
- Leading Social
- Kemek Limited
- Kingston Lafferty Design
- Leitrim LEO
- Make-a-Wish Ireland
- Marie Keating Foundation
- Mason Hayes & Curran
- NetSupport IT
- Olas Training
- ORS Engineering
- Plato
- ProPhotonix
- Resonate Consultants
- SRI Executive Search
- Taylor Wimpey
- Queally Food Group
- Salesforce

## Some Client Feedback

• *Moira learning session was absolutely outstanding and has continued to give value week on week since her visit. The team loved all those snippets of wisdom that she gave us".*

Jamie White,  
Leading Social



• *I was really focussed when I got back to the office after the "How To Turn Busy into Productive" course. I cannot tell you the difference the training has made. It's like night and day.*

Karen Devine,  
WhiteLight  
Consulting



• *I really enjoyed the content – some very simple and do-able tips that could be readily implemented.*

Jennifer Horan, AIG  
Insurance



• *We all found the training very helpful, particularly the Email suggestions. It has inspired our team to be more organised. We meet more regularly to discuss our weekly goals etc.*

Adam Price, ORS  
Engineering



• *Moira is able to put herself in the shoes of the SME Owner Managers and their industry. She offered practical solutions that are easy to implement to increase productivity. Moira is very personable and easy to work with. I would highly recommend her.*

Marion Walshe,  
Plato Business  
Devel Programme



• *Having attended Moira's training I was struck by her wise words. We quickly realised we were getting a whole lot more from our days and crucially our most important tasks never got left behind.*

Nick Lawlor, New  
Beginnings  
Financial Services



• *What we liked about Moira's offering was her understanding of approaches that would work best for our team. Moira's follow up and feedback exceeded any level of post-training supports we have ever gotten from an independent training company.*

Cora Barnes, 3Q  
Recruitment



• *Moira's webinar during Covid-19 was great. Simple, short, focused, some good tips & well communicated. Thankfully no suggestions of group hugs and closing your eyes and thinking of waterfalls etc".*

Michael Gilmartin,  
Head of Role  
Skillnet

