

EXPERT BITE SIZED MASTERCLASSES

emaillogic™

For over 25 years Emaillogic have been developing and delivering high quality, award-winning bite sized training for over 2000 organisations worldwide. We offer a wide series of short masterclasses designed to support staff to improve productivity, well being and drive better results.

Emaillogic masterclasses are highly interactive, engaging and packed full of tips, techniques, attitudes and approaches that your people can put into practice immediately.

To see an individual session outline – just click the title below that interests you.

Skills for Everyone

- Unconscious Bias
- Presentation Skills
- Conflict Resolution
- Coping with Change
- Continuous Improvement
- Effective Telephone Skills
- Effective Work Planning
- Assertive Communication
- Demonstrating Courage
- Setting SMART Objectives
- Customer Service Training
- Developing Personal Influence
- Presentation and Facilitation Skills
- Learning from and with Colleagues
- Handling Challenging Conversations
- Personal Branding in a Virtual World
- Effective Prioritisation and Delegation
- Understanding Emotional Intelligence
- How to get Better Results from your Email
- How to Design Virtual Powerpoint Presentations
- How to Strengthen Relationships and Connections
- Effective Communication with Story Telling

Skills for Managers

- Managing Change
- Psychological Safety
- Managing Remote Teams
- Effective Virtual Appraisals
- Giving Effective Feedback
- Effective Mentoring Skills
- Coaching Skills for Managers
- The Art of Performance Management
- Effective Prioritisation and Delegation
- How to Think, Plan and Act Strategically

Equality Diversity and Inclusion

- Active Bystander
- Unconscious Bias
- Psychological Safety
- Assertive Communication
- Equality, Diversity & Inclusion – The Fundamentals
- Active Bystander Training for Young People
- Understanding and Responding Effectively to Sexual Harassment

Delivery is virtual or in-person. Delegate numbers: up to 20 for most courses.

✉ enquiries@emaillogic.com

☎ +44 (0)203 154 6611

🌐 www.emaillogic.com

Waterwells Business Park, Kestrel Court, Waterwells Dr, Quedgeley GL2 2AT

To see an individual session outline – just click the title below that interests you.

Hybrid Working Skills

How to Design Virtual Powerpoint Presentations
Managing Remote Teams
Effective Virtual Meetings
Effective Virtual Appraisals
Effective Telephone Skills
Effective Blended Meetings in a Hybrid World
Personal Branding in a Virtual World

Effective Virtual Professional Meetings
Marketing Webinars that Win Business
Designing & Delivering Virtual Presentations
Designing & Delivering Live Virtual Sessions
Effective Live Virtual Sales, Pitches and Bids
How to get Better Results from your Email
Effective Email – Refresher

Every organisation is unique, so every Emailogic course is tailored for each individual customer. The content of each masterclass is adapted to include organisational context, cultural and other business issues related to the specific topic. All Emailogic courses include theory, reflection and experiential learning along with action planning. Detailed learning guides are provided.

Emailogic customers include:

AXA XL
Banijay
BBC
Cheshire Fire and Rescue
City University
Clifford Chance
Crown Commercial Services
Dechert
Kingston NHS

HSBC
ICEAW
London Borough of Lambeth
MAN Truck and Bus
Mental Health Foundation
Merton Council
NHS Borders
Nippon Express
Open University

Rabobank
Rolls Royce
Scottish Water
Sony
Toyota
UKRI
University of Hong Kong
University of York
VolkerFitzpatrick

“Emailogic’s webinars are by far the best I’ve come across. During their sessions, I find the learners are locked in for the entire time period and engaged through active participation. The team take their time to understand the client needs and customise to ensure it meets the requirements. They are a good team to bring into your organisation.”

Poonam Menon, Global Lead, Leadership Capability Team, Standard Chartered Bank

“We engaged Emailogic to run a management development for our managers who have extremely different levels of experience and are responsible for very different areas of the business – the Emailogic facilitator did a great job. We are already seeing benefits as managers see the big picture more clearly and are able to deal with staff issues much more effectively. We look forward to running follow-on sessions and would recommend Emailogic to anyone!”

Abi Hardcastle, HR Director, The Reform Club

“Working with Emailogic is a genuine pleasure. They are now part and parcel of our annual curriculum for employees in Europe. All their workshops cover the lifecycle of an employee whether for manager or employee. A steady and trustworthy relationship.”

Amy Bollato-Velda, Learning and Development Manager, Rabobank

“Emailogic helps a company to mature! Highly recommended!”

Tsveta Van Krimpen, European process & strategic relationship specialist, Nikon Europe