



**DONNA HANSON**

**Productivity  
with  
Technology  
Expert**

**2021 VIRTUAL  
OFFERINGS**

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# 2021 - The Year of Reconnection



2021 is The Year of Reconnection!

In 2020, so many clients were looking for ways to stay connected beyond the boring online video calls.

They were looking for opportunities to create familiarity, certainty, and connection for their teams. They sought ideas and opportunities to create moments of re-engagement, connection, learning and community.

In 2020, these are some of the amazing live online programs we created to deliver this for clients.

If any of these ideas resonate for you, reach out and let's talk. I'd love to be the catalyst to get your organization or team inspired and reconnected.

Warm regards,

A handwritten signature in black ink that reads "Donna Hanson". Below the signature is a long, horizontal, slightly wavy line.

# Whole of Business Webinars

1 hr customised webinars that focus on a specific program such as Excel, PowerPoint, Word or Email management which can be offered to all staff across the business.

## Includes:

- A pre-session questionnaire
- Content is built from staff feedback
- Registration management via our secure Zoom enterprise platform
- Regular registration updates
- Automated provision of customised workbook to participants a week prior to the session
- Reminders a week and a day prior to the session
- Delivery of the webinar
- Recording of sessions
- Provision of access to recording for 30, 60 or 90 days (pricing varies depending on access required) to allow staff who are unable to attend live to review the session, or for those that attended to revisit information
- Provision summary of registrations and attendances for your records.

We have clients that offered 3-4 of these during 2020 to keep staff engaged and provide training to the whole organisation with minimal investment.

**For more information call Donna Hanson on 03 9457 4745 or email [donna@primesolutions.net.au](mailto:donna@primesolutions.net.au)**

# Micro Learning Sessions

Rather than a full hour, these 15 minute micro learning sessions cover a specific topic such as Graphs in Excel, Mail Merge in Word, or Rules in Outlook. They are delivered demonstration style with 5-10 minutes for questions.

## Includes:

- A pre-session question to identify any specific needs on the topic and also to enable attendees to feel they are contributing to the session.
- Registration management via our secure Zoom enterprise platform
- Regular registration updates
- Automated provision of handouts to participants a week prior to the session
- Reminders a week and a day prior to the session
- Delivery of the webinar
- Recording of sessions
- Provision of access to recording for 30, 60 or 90 days (pricing varies depending on access required) to allow staff who are unable to attend live to review the session, or for those that attended to revisit information.
- Provision summary of registrations and attendances for your records.
- Investment covers 4 x 15 min micro sessions.

We have put together a “series” for a client which they are promoting internally.

Each session is delivered fortnightly and previous “episode” is promoted internally in between sessions.

Attendance is easier given micro learning is 15 minutes or thereabouts.

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# Micro Sharing/Networking Sessions

1 hr interactive session comprising a short interview shining the spotlight on a staff member and their particular area of expertise or skill related to technology and take away lessons. Plus opportunity for participants to network and share thoughts and ideas in two to three small breakout groups.

## Includes:

- A pre-session interview with staff member
- Development of session promotional blurb
- Provision of Zoom link for the session
- Reminders a week and a day prior to the session
- Rehearsal with staff member week prior to session
- Delivery of the session
- Recording of interview session (not break out rooms)
- Provision of access to recording for 30, 60 or 90 days (pricing varies depending on access required) to allow staff who are unable to attend live to review the session, or for those that attended to revisit information.
- Provision summary of registrations and attendances for your records.

We have a client who has run seven of these in the past twelve months as an opportunity to showcase expertise and encourage knowledge sharing within the business.

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# "Drop In" Sessions

Similar to the networking sessions, however this 1 hour interactive session is similar to a lunch room conversation or "town hall" style meeting delivered in a virtual environment with less formality. A senior staff member would be available to answer questions staff might have about new product launches, changes in payroll processing, new client management system etc.

## Includes:

- A pre-session interview with staff member.
- Development of session promotional blurb
- Provision of Zoom link for the session
- Recording of interview
- Rehearsal with staff member week prior to session
- Delivery and management of the of the session
- Provision of access to recording for 30, 60 or 90 days (pricing varies depending on access required) to allow staff who are unable to attend live to review the session, or for those that attended to revisit information.
- Provision summary of attendees for your records.

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