



Live Online Learning course programme



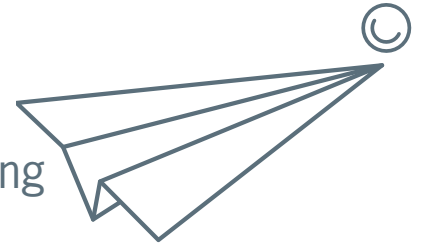
“ Really worked well as an online experience.
Good interaction with other course
members. Really well facilitated.

Brendan O'Keefe | April 2020

Happy Workplace Leadership Online Programme

Introduction	1	Facilitating Online Learning	6
About Happy	2	Leadership & Management Training Programmes	7
Making 'Working from Home' Work	3	IT Skills Training	8
Productive Online Meetings	4	Private Training Courses	9





Inspirational online learning

Hello, and a warm welcome to our Live Online Learning course programme for Spring and Summer 2020! Happy is now 100% online, with all of our learning sessions delivered remotely through Zoom and GoToTraining.

With many of us faced with working from home for the first time, we are focusing on how we can help you to **make 'working from home' work**.

This includes sessions on remote meetings, using Microsoft Teams and how to be productive while working from home. We have also been working to convert our classroom sessions into online learning so you and your team can still gain the skills you need to be effective.

Many of these sessions are much **shorter than our classroom training** — between just 90 minutes and two hours long. This makes it much easier to fit around busy schedules and childcare. You can also pick and choose which sessions are most relevant to your role.

While this is the first time we have made our online sessions publicly available, **we have been delivering remote training privately to clients for many years**.

All sessions are interactive and reflect the energy and interactivity of our classroom sessions. Each one is delivered live with a trainer and you can ask questions, complete activities and have discussions with other learners.

You don't need any special equipment to join our online sessions either. To be heard, to hear others and to be seen, you will need a microphone, speakers and webcam — **if you have a modern laptop that's all you will need**. You will need a quiet place to call from and a decent internet connection is a must.

Finally, if you don't see a programme that meets your needs, do get in touch – our experienced facilitators can create a customised course just for you.

“ These techniques, I can't imagine not doing them now. I like that I am not as bad at managing my time/chaotic as I used to be!

Catherine Raynor | April 2020
Five Day Productivity Blitz



About Happy

Happy ignites possibilities within people and organisations to create joy at work. Happy was originally set up as Happy Computers by founder Henry Stewart in 1987. Our aim was to improve productivity at work and to discover how to create a truly great place to work — our goal hasn't changed since then!

“ We had two 15 minute remote group sessions everyday, trying a different productivity technique each day ... I found the afternoon check in especially useful as this helped me focus on my productivity and increase the level of accountability. I would recommend them if you think your productivity mojo needs a reboot!

Douglas McClymont | April 2020
Five Day Productivity Blitz

We now offer consultancy services to help you figure out what you are getting right and where you can improve. We offer **various learning solutions** covering IT skills training, Leadership and Management programmes, Personal Development workshops and apprenticeships, as well as creating eLearning solutions.

Whether we are helping people to create a culture of trust and empowerment or enabling people to be more efficient with their IT software, our services are designed to create happy, productive workplaces.

Awards

Happy has won many awards over the years, recognising the high quality of our services as well as our workplace culture.

We received the prestigious **Gold Accreditation by the Learning and Performance Institute (LPI) for 23 straight years** – and we are the only UK learning provider to have achieved that! In July 2019, we were also recognised by the LPI in their list of Top 20 Highest Performing Learning Providers for the second year running.

Most recently, we received a **Silver Award for our Web Development Apprenticeship** programme at the 2020 Learning Awards – recognising our commitment to diversity in tech, as well as the life-changing impact our programmes have had on young people.

We were recently awarded the 2020 **Feefo Platinum Service Award** and the **Highest Rated Trainers award** in the 2019 CourseCheck Brilliance Awards. Both awards are measured by feedback from our learners, and a testament to our commitment to effective learning that is fun and engaging.

Making 'Working from Home' Work

We have developed a range of new sessions to support your people when working remotely – ideal for people working from home for the first time.

In these Live Online Learning sessions, we will be **focusing on essential skills** to support you when working from home, such as how to focus and to keep your work/life balance. You can take all sessions, or just the ones most relevant to your role.

Remote Working 101

You want your people to get the most from home working, to work at their best and to be well. We have created three sessions: **How to Work From Home, Working Productively at Home and Maintaining Your Wellbeing While Working at Home**. These sessions are two hours each and will help your people thrive away from the office.

Introduction to Microsoft Teams

Using Microsoft Teams will transform remote working, encouraging collaboration and reducing email overload. These two 90-minute sessions will

enable your people to work effectively – first, with the basics of Teams and Channels, and the second around how to host and join meetings.

Leading Remote Teams

Leading remotely involves a greater level of trust than many have been used to. Discover the robust tools, models and techniques to **achieve effective performance** from your remote team in this two-hour session.

5 Day Productivity Blitz

Do you sometimes feel you are terribly busy, hectic even, but are not as productive as you'd like to be? This blitz is the perfect way to focus on being more productive.

Each day we will share one technique, at 8.45am, that will help you become productive. You get to apply this immediately and report back at 4.45pm on how it has gone.

Course	Small Charity	Medium Charity	Large Charity	Public Sector	Other
How to Work From Home	£45	£60	£75	£75	£95
Working Productively at Home	£45	£60	£75	£75	£95
Maintaining Your Wellbeing While Working at Home	£45	£60	£75	£75	£95
MS Teams: Working with Teams & Channels	£50	£50	£50	£60	£75
MS Teams: Files, Meetings & More	£50	£50	£50	£60	£75
Leading Remote Teams	£85	£115	£145	£145	£165
5 Day Productivity Blitz	£45	£60	£75	£75	£95

Prices for public courses are priced per person per course. Charity pricing is scaled depending on the total number of paid staff in your organisation. . . Small charities - 15 or fewer members of staff; Medium charities - 16-30 members of staff; Large charities - 31 or more members of staff. Prices do not include VAT • All prices valid until 30th September 2020.

Productive Online Meetings

Would you like your online meetings to not just be as good, but better, than your face-to-face meetings?

“ Nicely paced — good level of interaction. Easy to communicate.

Kirsty Sands | April 2020
How to Work From Home

Whether you are using Zoom, Teams or Skype for Business, we can help you with tips and techniques to make your online meetings fully involving and engaging for everyone attending.

All sessions except ‘9 tips’ can be held in Zoom, GoTo, Teams or Skype for Business.

9 Tips to Leading Interactive Meetings in Zoom

Your Zoom meeting could be far more interactive than your face-to-face ones. In this two-hour session, learn nine tips and techniques that will make a real difference to how you lead your meetings online.

Facilitating Great Remote Meetings: Introduction

Webinars and ad-hoc meetings are profoundly mismatched with the way humans learn and make decisions. This old-fashioned format is often grim for manager and presenters, and even worse for participants. In this two-hour session, we will focus on the essential skills to enable you to facilitate great remote meetings.



power to motivate and inspire.
your enthusiasm shine.
-JD Crichton



Foundations for Great Remote Meetings

Our Foundations session is for those attending remote meetings to help everyone to get the most out of them and present yourself at your best.

Leading Engaging Remote Meetings

Want to take a bit more time and get more in depth? Our two three-hour sessions from remote meetings guru Judy Rees will fully build your confidence in being able to lead an effective online session.

Using Liberating Structures Online

Liberating Structures is a repertoire of over 30 methods to make your meetings, workshops and activities fully inclusive and more effective. In this two-hour workshop, you will learn more about Liberating Structures and experience a selection of these methods in an online setting. It's perfect if you have never used Liberating Structures before, or if you would like to see how they work online.

Course	Small Charity	Medium Charity	Large Charity	Public Sector	Other
9 Tips to Leading Interactive Meetings in Zoom	£85	£115	£145	£145	£165
Facilitating Great Remote Meetings: Introduction	£85	£115	£145	£145	£165
Foundations for Great Remote Meetings	£45	£60	£75	£75	£95
Leading Engaging Remote Meetings	£125	£175	£225	£225	£350
Using Liberating Structures Online	£45	£60	£75	£75	£95

Prices for public courses are priced per person per course. Charity pricing is scaled depending on the total number of paid staff in your organisation... Small charities - 15 or fewer members of staff; Medium charities - 16 - 30 members of staff; Large charities - 31 or more members of staff. Prices do not include VAT • All prices valid until 30th September 2020.



Facilitating Online Learning

“ Christine was brilliant, she worked at a good pace and involved everybody. She gave some good tips on how to use interactivity within the confines of Go2Meeting. Would happily attend training with Christine again.

Jenny Walker | April 2020

Facilitating Online Learning using GoTo

At the moment we know that you won't be running classroom training, so you may be interested in our remote learning workshops.

Even experienced trainers can benefit from these sessions as they adjust to providing learning online and convert existing classroom workshops to be online sessions.

Want to speedily convert your existing classroom courses to live online? We can help, either with consultancy or with some short online sessions – get in touch for more details. We've done it, you can too!

Facilitating Interactive Workshops & Online Learning with GoTo and Zoom

Online learning does not mean sitting listening to a slide-based webinar. In these short 90-minute sessions, you will discover all the interactive features that can help you fully involve your learners.

These sessions have been designed for those new to, or with basic experience of, either Zoom or GoTo. They are taught by our expert facilitators who are already creating great live online courses.

Course	Small Charity	Medium Charity	Large Charity	Public Sector	Other
Facilitating Interactive Workshops and Online Learning	£85	£115	£145	£145	£165

Prices for public courses are priced per person per course. Charity pricing is scaled depending on the total number of paid staff in your organisation... Small charities - 15 or fewer members of staff; Medium charities - 16 - 30 members of staff; Large charities - 31 or more members of staff. Prices do not include VAT • All prices valid until 30th September 2020.

Course Programme **Live Online Learning**

“ I was really pleased with the at home learning provided by Happy. I loved the fact we had a break for five minutes for every hour and also a two hour lunch break with some homework included. I think it worked really well for the working circumstances we are facing.

Cherelle Hilmi | April 2020 | Happy Workplace Leadership Online Programme

Leadership & Management Training Programmes

At the forefront of our leadership training is our four-day Happy Workplace Online Leadership Programme, spread over four months.

About the Happy Workplace Online Leadership Programme

A happy workplace leads to greater productivity and tangible business results. The Happy Workplace Online Leadership Programme is for anyone with line management and leadership responsibility. It is a unique opportunity to self-reflect, change behaviour and adopt new ways of working. This programme is about **placing people at the heart of what you do**.

Based upon our own practical experience at Happy and learning from some of the world's great workplaces (like Google and WL Gore), it will enable you to become a leader that people would choose to be led by. It will give you the personal insight and practical leadership skills to **create a high-performing team**.

Learning via Face-to-Face Live Online Sessions

All Zoom sessions are between one and two hours long and include a short break. We have scheduled the key learning around four days, each one month apart. On these days you should reserve out 10am to 4:30pm. This will allow you to join two or three interactive workshops and have time to reflect and do the assignments. We believe this combination of immersing yourself in the content for a whole day and having one month between each day will **create deep learning** and will have a lasting impact.

Other programmes

For those new to management, we also offer **Managing for the First Time**, a two-day workshop which The Managing for the First time prices (on pg 7) should be as follows

Small Charity: £420, Medium Charity: £590, Large Charity: £590, Public Sector: £760, Other: £930

Course	Small Charity	Medium Charity	Large Charity	Public Sector	Other
Happy Workplace Online Leadership Programme	£810	£1,065	£1,065	£1,490	£2,085
Managing for the First Time	£420	£590	£590	£760	£930

Prices for public courses are priced per person per course. Charity pricing is scaled depending on the total number of paid staff in your organisation... Small charities - 15 or fewer members of staff; Medium charities - 16-30 members of staff; Large charities - 31 or more members of staff. Prices do not include VAT • All prices valid until 30th September 2020.

IT Skills Training

“ Absolutely excellent,
very helpful with lots of
practical tips.

Rebecca McLoughlin | April 2020
Excel Level 1: Creating Formulas

While working from home, it's more important than ever to be confident with using your IT software – asking the colleague who sits next to you how to do something is no longer an option!

We have created 90-minute online learning sessions to focus on one tool so you can improve your productivity straight away. You can take one session or three to recreate a full day of learning.

Some of our more intensive courses we have converted into a full day of online learning, with **three 90-minute sessions** throughout the day plus work inbetween.

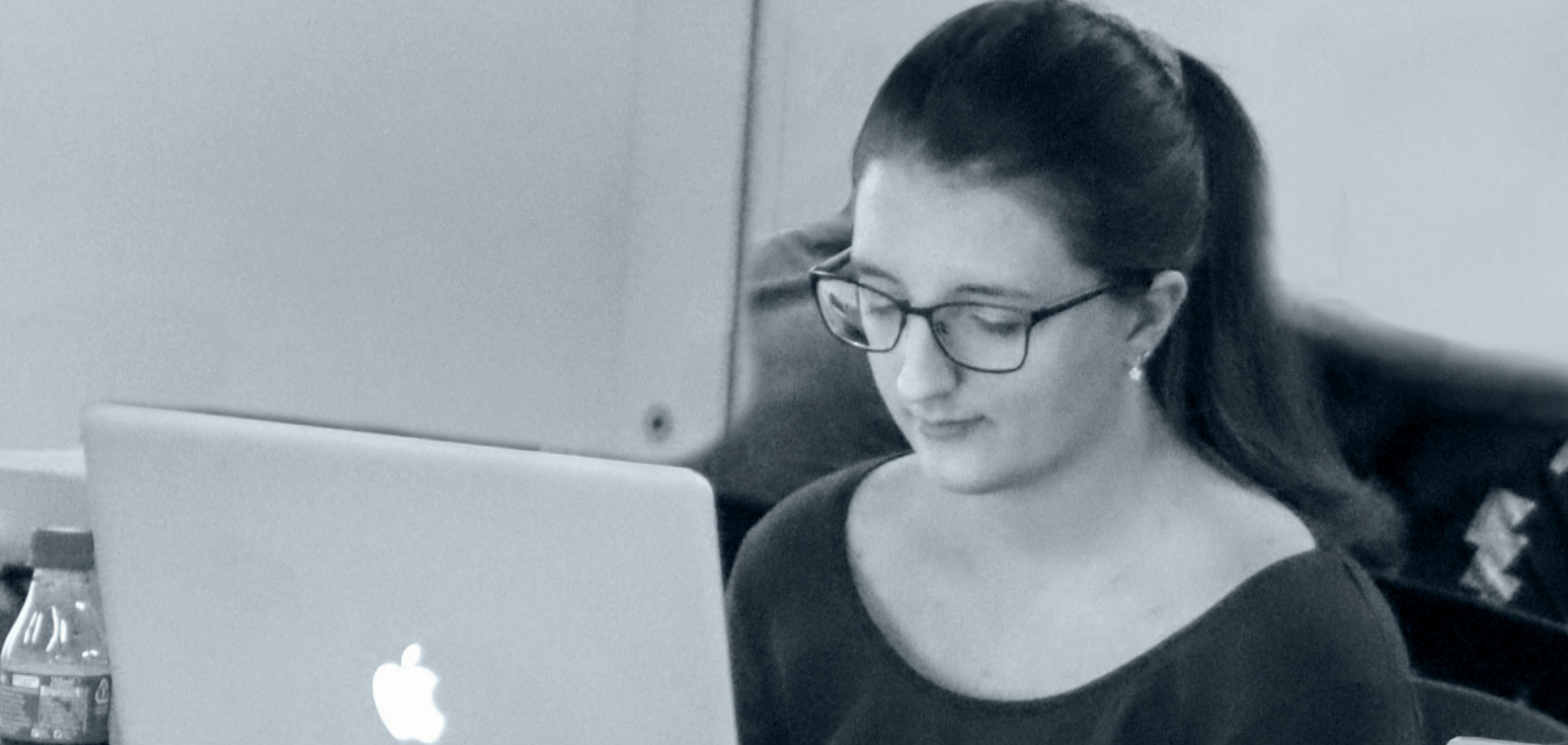
We have courses to cover all software packages, including...

- Excel and Google Sheets, for all levels (beginner to advanced)
- Introduction to Microsoft Teams
- Beating email overload with Outlook or Gmail
- PowerPoint and Google Slides, for intermediate users
- Voice and Video Meetings in Skype for Business
- Word and Google Docs, for beginner and intermediate users
- Google Drive — Sharing and Collaboration
- Working with G Suite for Business — Hangouts, Chat and More
- Introduction to Adobe Photoshop and InDesign

Our **IT skills sessions** use GoToTraining and your trainer guides you through the material, encouraging you to take part and learn from others. Each session has up to eight people, and this **small class size** ensures everyone receives individual attention when they need it.

IT Skills Training	Charity (all sizes)	Public Sector	Other
90-minute session	£50	£60	£75
Whole day (3x90 minute sessions)	£150	£180	£225

These public course prices are per person, per course and do not include VAT. All public courses train in the latest Excel software version, while private courses can be trained in the Excel version you use. All courses are trained on Windows PC — if you require training on Macs, then please get in touch to discuss. All prices valid from 4th May until 30th August 2020.



Private Training Courses

If you have a group of learners requiring support or need a bespoke solution, we can help.

We can deliver any of our existing 'off the shelf' online sessions for your organisations, combining several sessions to create an **online programme tailored to your requirements** (such as sessions on working remotely and using Microsoft Teams). This ensures your team have both the support they need to deal with rapid change as well as the tools needed to succeed in their roles.

Any of our existing classroom sessions can be transformed into interactive Live Online Learning, too.

But, if you don't see what you need, **our experienced facilitators can create a custom course programme** just for you.

Online IT Skills Sessions	Charity	Public Sector	Other
Whole day (3 sessions)	£810	£1,020	£1,200
Half-day (2 sessions)	£600	£760	£850
1 x 90-minute session	£350	£400	£450

Leadership, Management and Project Management	Small Charity	Medium Charity	Large Charity	Public Sector	Other
Full day	£1,500	£1,750	£1,950	£2,250	£2,750
1 x 2 hour session	£500	£600	£650	£750	£950

Personal Effectiveness, including Remote Working	Small Charity	Medium Charity	Large Charity	Public Sector	Other
Full day	£875	£1,200	£1,500	£1,950	£2,250
1 x 2 hour session	£300	£400	£500	£650	£750

Prices for IT skills groups are priced per session for up to 10 learners. Other sessions are priced per session for up to 12 learners. Private IT skills sessions can be trained on your version of the software on PC - if you require training on Macs, then please get in touch to discuss. Charity pricing is scaled depending on the total number of paid staff in your organisation, as follows... Small charities - up to 15 members of staff; Medium charities - 16-30 members of staff; Large charities - 31 or more members of staff. Prices do not include VAT. All prices valid until 30th September 2020.



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“ This was amazing training! ... I now know how to use PowerPoint much more effectively and feel confident that I can make more engaging presentations. I felt comfortable to ask any questions I needed to.

Ajmin Haque | April 2020 | PowerPoint 2013/16 Core Level 2

