



P.C.M
TRAINING SYSTEMS

COMMUNICATION TRAINING THAT GETS YOU RESULTS



**2020
COURSE
CATALOGUE**

IMMERSIVE TRAINING

THAT PUSHES YOUR BUSINESS FORWARD



Jeury Tavares
Founder, Lead Trainer
P.M.C. Training Systems

Thank you for your interest in our proven training solutions! We are excited to partner with you to design the right learning solution for your team, and are happy to share our new 2020 course catalogue with you.

This hasn't been an easy time for anyone, but we've found that a lockdown can be a great time to unlock new skills. Online events and training bring teams together to interact and take their minds off current hardships, all while learning new things.

We have been running online courses, webinars and coaching for clients all over the world since 2012. This enabled us to be one of the first to roll out full and half-day interactive virtual training programs to clients in the beginning of April.

We have worked hard to provide the same quality experience and high levels of engagement as our live, face-to-face training courses. We are proud to say that feedback thus far has been 98% client satisfaction.

WHY SHOULD YOU TRUST OUR VIRTUAL TRAINING PROGRAM?



Learning Engagement

We take many communication strategies from our live, face-to-face training that we can't take into the virtual world. We keep you engaged, learning and having fun.



Reference Guides

You'll love our insightful and comprehensive reference guides. They are an overview of the most important things you learned during our course.



This is presented to
LUCAS D. RITTER
for completing the
Virtual Presentation Mastery course from April 3-24, 2020



Certificate of Attendance

All interactive virtual training participants receive a certificate of attendance.



Technology

We love to push the limits of Zoom's, Skype for business or Webex's functionality, keeping learners engaged from start to finish. We can also discuss integrating into your platform of choice.



Security

We take the security of our sessions very seriously and implement all necessary security measures to ensure participants have a positive learning experience.

FLEXIBLE SOLUTIONS

FORMATS AND ENGAGEMENT STRATEGIES

Our courses can be presented in a variety of formats. For example, start with a company-wide Webinar to introduce a topic. Follow up with Interactive Virtual Training for One-on-One and/or smaller groups that meet individual needs. Or, choose a stand-alone solution to fill a particular gap and prepare staff for a new normal.



INTERACTIVE VIRTUAL TRAINING GROUPS

Experience all the interaction and engagement of our virtual or face-to-face programs.

Engagement

On-camera interaction, Discussions, Breakout rooms, Whiteboard, Annotations, Polling, Chat box

Length

Full day (9am-5pm)
2 half days (4-hr sessions)
5, 1.5 hrs (1 week)

Participants

2-30

Materials

Post-course Reference Guide,
Certificate of Attendance



INTERACTIVE VIRTUAL TRAINING INDIVIDUAL PROGRAM

Condense training topics into a single webinar for individuals or larger groups, on a specific topic into a series of webinars.

Engagement

On-camera Presentation, Slides, Chat box, Live Q&A

Length

Full day (9am-5pm)
2 half days (4-hr sessions)
5, 1.5 hrs (1 week)

Participants

1-20

Materials

Post-course, 1-page Strategy Sheet with top learning points



CONTINUOUS BUSINESS ENGLISH VIRTUAL TRAINING

Experience high interaction and engagement on a weekly basis, face-to-face or virtual personal trainings.

Engagement

On-camera interaction, Discussions, Body language training, Whiteboard, Annotations, Polling, Chat box

Length (10-20 sessions)

1 hr
1.5 hrs
2 hrs

Participants

1-20

Materials

Post-course Reference Guide,
Certificate of Attendance

COURSES

PRESENTATION SKILLS

Online Presentation Mastery
Present with Confidence

VIRTUAL MEETINGS MASTERY

Powerful People Skills for the Digital Age
Effective Virtual Meetings

WORKPLACE COMMUNICATION COMPETENCE

Speak up Successfully
Communication that Works

PERSONALITY AWARENESS MASTERY

5 types of personalities at the workplace
Learn to communicate with each of them

INTERCULTURAL COMPETENCE LV.1

Obtain an overall Intercultural
Communication understanding

WEEKLY BUSINESS ENGLISH TRAINING

Every lesson is packed with vocabulary
Highly interactive and engaging

GLOBAL COMMUNICATION

SUCCESSFULLY COMMUNICATE YOUR IDEAS



PRESENTATION SKILLS

Too many people are hiding their gifts, talents and knowledge from the world due to a fear of speaking up and being misunderstood. Are you one of them? Learn to speak clearly and confidently on the phone, in meetings, on video calls or in presentations - any time you need to speak up, share your ideas, and make an impact.

If you feel like your spoken communication could be holding you back, and you'd like to gain more confidence, don't miss this course!

OBJECTIVES

- Identify your personal "problem" sounds
- Improve the clarity of your speech so you make a positive impression
- Learn why some people don't understand and how to adapt to them
- Speak appropriately and confidently in different situations
- Refresh your global English grammar
- Improve the quality of your spoken English to enhance your image
- Deep dive into body language and voice tone
- Gain confidence and build courage

RESULTS

- Feeling confident in front of a group or camera
- Know how to deal with questions and interruptions
- Pronunciation of words correctly
- Hosting an engaging meeting
- Use of clothing and colors that fit your skin and hair color best

GLOBAL COMMUNICATION

SUCCESSFULLY COMMUNICATE YOUR IDEAS



VIRTUAL MEETINGS MASTERY

Communicate across cultures with people you might never meet in person. Connect on a human level, even when using technology. Make an online impression that will enhance your career and your company. Gain confidence in your relationship building skills. Become aware of unconscious biases that are holding you back. Apply tech-enhanced ways to build rapport and connect online. Speak and write in a way that improves collaboration. Use technology to enhance connection instead of leading to disconnection. Win clients and customers over distance and through technology.

OBJECTIVES

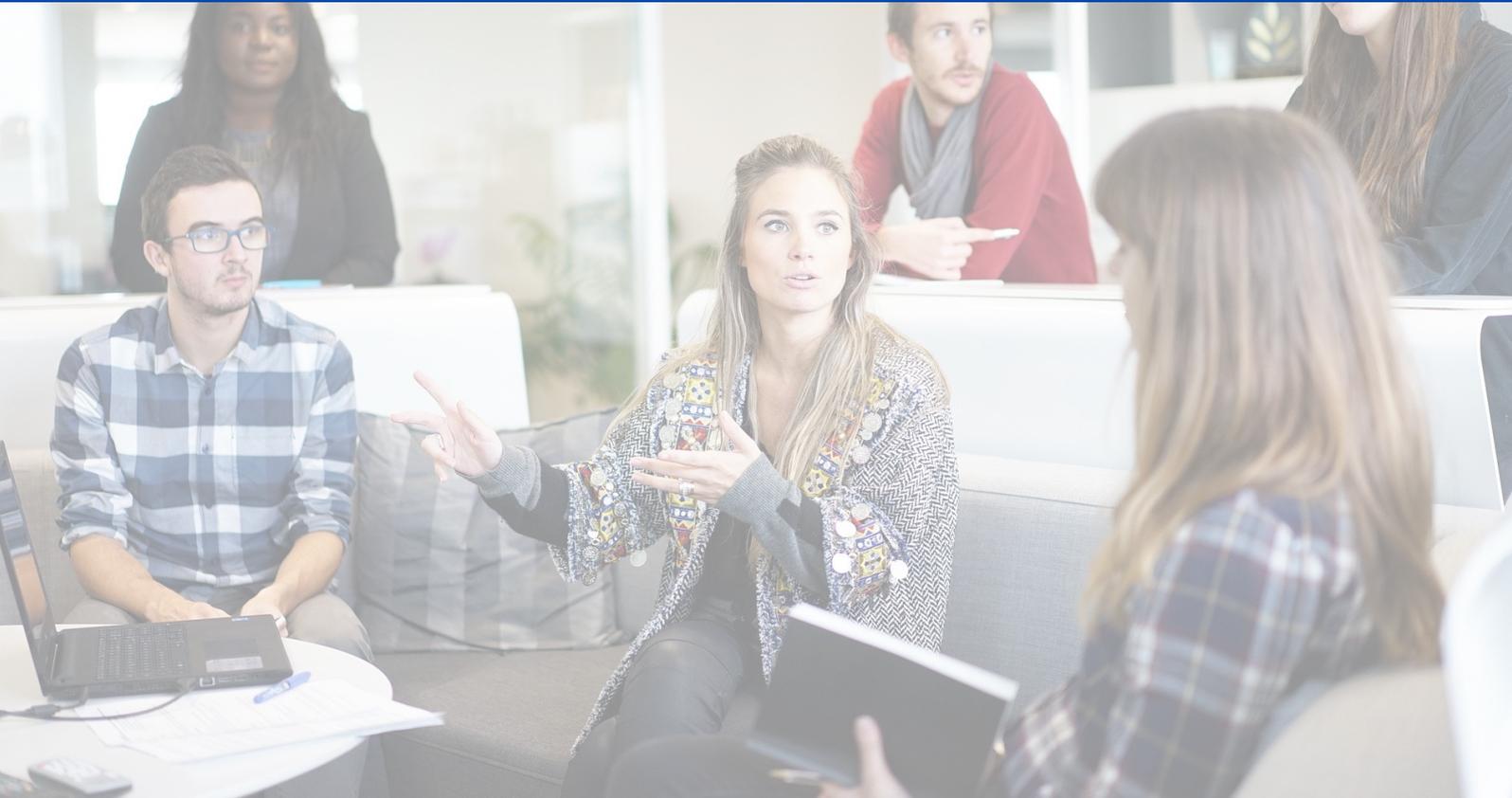
- Communicate and connect confidently on camera
- Learn the unwritten rules of online meeting etiquette
- Adapt to remote meetings vs in-office, online meetings
- Use online collaboration tools for greater productivity
- Manage your (and other people's) energy during tiring online interactions

RESULTS

- Feel confident in front of the camera
- Clearly communicate what is important
- Look and sound great on camera
- Lead interesting and engaging meetings
- Create a positive and constructive atmosphere
- Speak clearly with your special vocabulary

GLOBAL COMMUNICATION

SUCCESSFULLY COMMUNICATE YOUR IDEAS



WORKPLACE COMMUNICATION COMPETENCE

Too many people are hiding their gifts, talents and knowledge from the world due to a fear of speaking up and being misunderstood. Are you one of them? Learn to speak clearly, correctly, and confidently on the phone, in meetings, on video calls, in presentations - any time you need to speak up, share your ideas, and make an impact.

If you feel like your spoken communication could be holding you back, and you'd like to gain more confidence, don't miss this course!

OBJECTIVES

- Identify your personal "problem" sounds
- Learn why some people don't understand and how to adapt to them
- Speak appropriately and confidently in different situations
- Refresh your global English grammar
- Improve the quality of your spoken English to enhance your image
- Deep dive into body language and voice tone

RESULTS

- Able to deal with people and their specific personality
- Minimize misunderstanding when communicating your ideas
- Feel confident when speaking
- Save time when writing emails or being on the phone

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SUCCESSFULLY COMMUNICATE YOUR IDEAS



PERSONALITY AWARENESS MASTERY

Before understanding others we should first understand ourselves and that is what we will learn during this course. View the different types of personalities and how they react to certain situations. Of course there is not one strategy fits all but with this self awareness course you will have an overall understanding of how people behave and what makes them tick.

OBJECTIVES

- Take a look at your own personality
- How others perceive you at work and in general
- Adjust your message for different personalities
- Connect with people in through your authenticity

RESULTS

- Understand your personality
- Use your personality to win in business
- Deliver your message and see the signs that show that your audience received it
- Create long-lasting relationships
- Lower your stress level
- Control your emotions

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INTERCULTURAL COMPETENCE

Intercultural Competence is eminent to succeed in this interconnected world. This training is specially designed for people who are moving to the USA and for people who are coming to Germany from other nations.

OBJECTIVES

- Minimize "Culture-Shock".
- Explore different cultural mindsets
- Expand your intercultural tolerance
- Increase your ability to different perspective
- Learn to create a process for effective communication
- Toolkit for understanding and managing intercultural conflict

RESULTS

- Feel comfortable in a different culture setting
- Understand cultural decision process
- Tolerance expansion
- Increased perspective
- Communication with sensitivity to the other culture
- Strategies to deal with intercultural conflict

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WEEKLY BUSINESS ENGLISH TRAINING

Today our businesses are more connected than ever around the world engaging us in conversation with people in different countries. With our Business English Training, you can experience continuous progress thank to the challenging, fun and engaging topics we use to help you communicate across the world.

OBJECTIVES

- Become more secure when speaking English
- Lead telephone conferences
- Present like a Pro in person or online (virtual tool of your choice)
- Write clear and effective emails
- Use popular phrases to help you sound more native

RESULTS

- Confidence increases when speaking English
- Actively engaged in speaking and listening
- Write and speak essential information to maximize productivity
- Mastery of common phrases that increases your proficiency
- Minimize misunderstanding

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SUCCESSFULLY COMMUNICATE YOUR IDEAS

Words from clients

"Thank you Jeury for helping me find the confidence I needed. I feel much more comfortable being in front of people now."

"It's fun, high quality and extremely helpful, thanks a lot."

"I finish my emails much faster with the structure you gave us and it is easier to keep the red line."

"When is the next workshop?"

"One thing is to know the concepts and another is to go through the exercises and see how I can implement it in my daily life. The Personality training was very nice."

"You were our second Intercultural trainer this year. What we most liked about your training was your real life exercises."