

Course Catalog -
Select a course that meets
the needs of your team.

Select a Play4Business elearning module that suits your organizational needs!

Interactive. Focused. Customizable. Revolutionize Your Team's Leadership Skills

Select from our substantial collection of modules or allow us to customize a module that meets your specific requirements.

Note: We are also ready to be briefed and our top instructional design team will create a bespoke elearning module for maximum business impact.

Our main categories are:

- Lead a Virtual Team
- Tools and Techniques
- Training your Virtual Team



— Lead a Virtual Team

How To Successfully Lead a Blended Team

One of the greatest challenges as a leader is successfully managing a team that's not physically together. We'll show you the micro-skills to adopt to successfully lead and communicate with your team to work cohesively and achieve their goals - no matter where they are located.



— Lead a Virtual Team

Keeping Motivation High In Your Virtual Team

We know that managing a virtual team comes with many challenges not faced when teams are co-located, but one of the biggest is maintaining motivation. In this session, you'll learn the essential set of micro-skills needed to keep motivation high and to ensure the team drives collectively.



— Lead a Virtual Team

Training your Virtual Team

Whether there are new systems and processes that have to be introduced to the company, or you need to train and improve the skills of your team, you'll need the right tools and techniques to ensure effective training.



— Lead a Virtual Team

Run a Successful Virtual Team Meeting

We'll show you how to engage your team by creating a strong presence on online meetings that ensures no one drops off or gets lost along the way. These tools will help you gain credibility with them and build a team that is fully accountable for their action plans.



Lead a Virtual Team

The First Time Leader of a Virtual Team

It is challenging to step up from being a colleague to being a team leader. In this session, you'll learn the tools to become a strong leader who can take on the demands of virtual team leadership with strong communication skills, innovative approaches, and strategies that motivate.



Lead a Virtual Team

Boost Virtual Team Collaboration

Virtual teams who aren't collaborating efficiently and effectively up to 17% of their productivity. You certainly don't want the downside of a virtual team environment to outweigh the positives. Join this module to gain skills in setting up new communication norms and building an operating playbook that works for your team.



Lead a Virtual Team

Onboarding a New Team Hire Virtually

Did you know that half of all hourly employees leave new jobs in the first 120 days? Avoid the traps that make onboarding your new team hires so challenging. Start things off on a positive note to increase the probability that your new employee will stay in the organization.



Lead a Virtual Team

Successfully Lead your Team through Change

Most leaders aren't prepared for changes and don't have the skills needed to lead their team through change. We'll show you how to prepare yourself to be a strong leader who recognizes the process of change and successfully transitions so that can lead your team through the process.



Lead a Virtual Team

How To Successfully Lead a Virtual Team

How do you successfully lead when NO-ONE is in the same room together (or even in the same time zone)? In this session, we'll go through the risks and the strategies you can use to overcome all challenges with leading a virtual team to ensure all team goals are achieved.



Tools and Techniques

Keep The Energy High

How do you hold attention and keep energy high in workshops, seminars and training sessions? We'll show you techniques and activities you can use to ensure engagement and audience participation. These activities will energize your programs, meetings and sessions.



Tools and Techniques

Maintain Virtual Teams Engagement

Gamification is the easy (and fun) solution that can increase participation and remove any feelings of isolation and loneliness that can contribute to loss of motivation and engagement. In this session, we'll show you how play can be an incredible motivator.



Tools and Techniques

20+ Engagement Tools for Virtual Meetings

We've all been in sessions where we have easily become distracted. The presenter talks endlessly and there is no engagement or interaction. You definitely don't want to be this way. Join this 15 minute module to gain the skills you need to be an effective trainer, facilitator or team leader who involves all participants.



Tools and Techniques

Implement Project Management Frameworks

Successful project managers use key frameworks to improve their team's workflow. Examples are: waterfall, lean, scrum, agile, and critical path. Join us as we explore what these project frameworks are and how you can select the most appropriate framework for your team's project.



Tools and Techniques

Introduction to Project Management

No matter what field you work in, project management plays a significant role. But what does project management actually entail? What's the difference between a manager and a project manager? What are the skills? In this course, you'll learn the fundamentals of project management.



Tools and Techniques

Time Management When You Work from Home

Join this course to learn more about what you can do to improve your time management techniques – particularly when you work from home. Adopt the mindset of highly productive work teams so that you achieve your objectives and set yourself up to be both efficient and effective.



Tools and Techniques

Communicate with Empathy with Customers

The ability to use empathy is identified as the key differentiator in creating a high level of customer service. We'll explore more about what empathy is and how you can apply these skills when you speak to callers. We will show you the 3 key skills for developing empathy and give you confidence.



Tools and Techniques

Mastering Virtual Presentations

Presenting to your team when you're in a room together is one thing. Presenting to them through a computer screen is another thing entirely. Prepare yourself to deliver a dynamic, confident performance in a structured and engaging way to ensure it's impactful and memorable.



Communicate as a Leader

Become a GREAT Coach

Bersin by Deloitte estimates that today's skills only have a shelf-life of 2 ½ to 5 years. Be the leader your team needs to overcome this. By providing the right coaching and development opportunities, you can count on stronger employee engagement, greater productivity, and increased retention due to constant training and development.



Communicate as a Leader

Communicate with Confidence

In this course, we'll show you how to build your confidence and delivery with essential tools and frameworks for effective communication for any situation. Our practical models, examples and guides will show you how to apply these tools in your own workplace to get across to your team clearly and confidently.



Communicate as a Leader

Communicate with Empathy – For Leaders

Learn why it is so important to use empathy when holding conversations where you need to provide feedback. We show you the 3 key skills for developing empathy and give you confidence to adjust your thinking and your communication for a range of diverse team members.



Communicate as a Leader

Lead Yourself Through Change

It's not just about your team – it's up to you as well to navigate through the change process so that you are in a stronger position to lead your team. This module provides you with practical guidance in building your resilience 'muscle' so that you deal with all the change challenges that could come your way.



Communicate as a Leader

Advanced Communication Skills

Join this module to learn additional tools and techniques to improve the way in which you communicate in challenging situations. Follow the story of Rob who as a leader confronts a range of issues that he resolves through using improved ways of communicating.