



ADVANCED MANUFACTURING RELIEF PROGRAM

Utilizing Your New Virtual Communication Tools

Topic Description:

This virtual world that is upon us in 2020, which will remain a constant (for at least a little while in 2021), may be new to you and your business.

You may have downloaded or purchased a new communication software (Microsoft Teams, Zoom Premium or WebEx) in order to connect and communicate with your team and your clients. Perhaps these are normal communication tools for you and your business.

Regardless, if they are new to you or not, you are now using them more and more each day and more than likely you are wondering “what else” might they do to make you more productive or more efficient.

Receive one-one-one training and consultations from software experts in:

Microsoft Teams

WebEx

Zoom Premium Meetings

Time/Schedule: One and half hours of consultation/training services.

Topic Delivery:

The consultant will contact you in advance to discuss (a) which application you use; (b) your communication needs; (c) how to support you and your business with one-to-one training; and (d) a meeting date and time that is convenient to you.

At the end of the training session, you will be more comfortable with the features and functions of the application and you will be more productive, efficient and effective before, during and after meetings. Online meetings provide a whole new (and exciting) world of opportunities – just wait and see!

Consultant Biography:

Caroline Monsell is the Principal Consultant with IMPACT Now Inc. “Impact” is an acronym for what Caroline believes in, lives by and shares with leaders and teams:

Effective organizations:

Inspire and Motivate People into Action through
Collaboration and Teamwork

Caroline has more than twenty years of experience as a Human Resources Specialist as well as a Learning and Development Specialist in both the public and private sectors. She works as a consultant/instructor for Fleming College. Caroline thrives on working with organizations and teams with a focus on coaching, learning and facilitating discussions. She is known for her enthusiasm and high energy facilitation style. Caroline has extensive experience as an online facilitator as well as a traditional (face to face) facilitator. She is a lifelong learner who is currently finishing her Master of Arts in Learning and Technology. Caroline is on the Board of Directors for the Canadian Mental Health Association, Haliburton, Kawartha, Pineridge and VCCS Employment Services.



Program Criteria

- * Must be a manufacturer in Northumberland, Kawartha and/or Peterborough.
- * Consultations must be completed between December, 9, 2020 and February 28, 2021
- * Applications are accepted on a first come, first serve basis.

Program Details:

- * There are no costs to the manufacturer. The NMA will be processing all fees and costs through our funding program.
- * Delivery of the consultations will be default take place virtually, given the current situation with COVID-19. If a manufacturer would prefer an onsite consultation, the consultant would need to complete a Customer Screening Questionnaire / Field Level Hazard Assessment to determine if this is feasible.

Next Steps:

1. Manufacturer - review the program documentation and fill out the attached registration form.

2. The NMA/KMA will receive your form and will notify the consultant.
3. The consultant will reach out directly to introduce themselves and schedule your consultations times/dates.
4. The consultant will contact the NMA/KMA once the consultations are completed.
5. The NMA/KMA will contact the manufacturer to complete a follow up survey to end their participation in the program.
6. Deadline to complete your consultations: February 20, 2021

Contact Information:

Darla Price, Managing Director, Northumberland Manufacturers' Association

darla.price@thenma.ca, 289-677-4988

Aleksandra de'Oliveira, Corporate Operations Specialist, Kawartha Manufacturers' Association

ADeOliveira@peterboroughed.ca, 705-872-8525