

# RISOVENT

## Leadership in the Digital Age

### Training Title:

Leadership in the Digital Age

### Training Provider Details:

- **Company Name:** RISOVENT LTD
- **Company Address:** White Building Studios, 1-4 Cumberland Place, Southampton, UK, SO15 2NP
- **Email:** [contact@risovent.com](mailto:contact@risovent.com)
- [Click here to read more about the trainer.](#)

### Detailed Description of the Training:

#### 1. Training Summary

This training workshop is designed to enhance leadership skills in the context of the digital era, focusing on the integration of digital tools and strategies for managing diverse and dispersed teams. It covers how to adapt leadership styles to maximize the potential of digital technologies and foster effective communication and collaboration across platforms.

#### 2. Training Aim

To prepare current and aspiring leaders with the necessary skills and insights to lead effectively in digital environments, driving innovation and team success in a technology-driven world.

#### 3. Learning Outcomes

- **Analyze various leadership styles:** Participants will evaluate different leadership approaches and their applicability to digital-first environments.
- **Apply digital tools in leadership:** Gain proficiency in using digital tools to enhance communication, collaboration, and productivity.
- **Create strategies for managing remote teams:** Develop actionable strategies for leading dispersed teams effectively, ensuring high performance and engagement.
- **Evaluate communication strategies:** Assess the effectiveness of various digital communication techniques in fostering clear and effective leadership.

#### 4. Overview of the Training

- **Introduction to Digital Leadership:** Discussing the evolution of leadership with the advent of digital technologies.
- **Adapting Leadership Styles:** Exploring how traditional leadership styles can be modified to suit digital and remote working environments.
- **Digital Tools for Effective Leadership:** Reviewing essential digital tools that aid in effective leadership, including project management and real-time communication platforms.
- **Managing Remote Teams:** Best practices for leading virtual teams, focusing on challenges like communication barriers and cultural differences.
- **Interactive Session: Role-Playing and Strategy Development:** Engage in a mentorship-style, scenario-based case scenario where participants make leadership decisions using digital tools to resolve workplace challenges.
- **Closing Discussion and Feedback:** A brief session to summarize the workshop and gather feedback for future sessions.

### Pre-Contractual Information:

- **Business Name, Contact Details, and Address:** As provided above.
- **Description of Services:** Our training workshop combines lectures, interactive exercises, group discussions, scenarios and problem-solving activities. Participants will engage in self-assessment, collaborative exercise, and practical application to achieve the learning outcomes. More details are available above in points 1 to 4.
- **Price and Taxes:** The total price, including all applicable taxes (if any and where applicable), is detailed on our [Pricing Page](#). The service fee is transparent, with no hidden charges. Please note that for face-to-face training only, additional expenses such as transportation and accommodation are not included and will be charged separately if applicable.
- **Payment Methods:** Payment must be made via bank transfer to RISOVENT LTD's business bank account. Account details will be provided upon issuing and sending you an invoice.

- **Consumer's Obligation to Pay:** By confirming this service and signing the contract via email, you agree to the payment terms and acknowledge your obligation to pay the total amount due within 10 days of receiving the invoice via email.
- **Immediate Confirmation:** Following your agreement to proceed, you will receive an email confirmation of your intent to engage our services.
- **Contract Delivery Timing and Procedure:** The contract will be delivered via email once the service is confirmed by email. This ensures that the contract includes all terms before any party signs. The service terms and conditions, along with the contract and any other supporting documents, will be provided to the client via email.
- **Contract Format:** Sent in a PDF or Word format that you can easily save and print.
- **Opportunity for Questions and Modifications:** We strongly encourage you to review the contract details and any supporting documents, request modifications, and ask questions before signing. Please confirm acceptance by signing the contract and returning it via email.
- **Acknowledgment of Receipt:** Required from clients to ensure you have received and understood all contractual documents.
- **Cancellation Rights:** You have the right to cancel this contract within 14 days of signing, without providing any reason. To exercise the right to cancel, you must inform us of your decision through a clear statement by filling the contact form on <https://risovent.com/contact> or by sending an email to [contact@risovent.com](mailto:contact@risovent.com)
- **Standard Cancellation Form:** Available via email or contact form upon request.
- **Accessibility of Information:** Alternative formats of training materials and pre-contractual information are available upon request. Please contact us for more information.

- **Technical Requirements for Online Participation:** To participate in the online training via Microsoft Teams, you will need:
  - A computer or tablet with audio and video capabilities.
  - A stable internet connection.
  - The latest version of Microsoft Teams installed.
  - A compatible operating system (Windows 10 or later, macOS 10.13 or later).
  - Recommended: A headset with a microphone for optimal audio quality.
- **Complaint Handling Policy:** We are committed to providing quality services. If you have any complaints, please contact us at [contact@risovent.com](mailto:contact@risovent.com). We aim to acknowledge all complaints within 2 business days and resolve them as soon as possible. Please refer to our [Complaint Handling Policy](#) for more details.
- **Need to Make a Change:** If you need to make any changes or correct any errors, please contact us at [contact@risovent.com](mailto:contact@risovent.com)
- **Duration and Termination Conditions:** The contract includes the duration of the training workshop and any agreed-upon post-training support. Either party may terminate the contract under the conditions specified in the Service Terms and Conditions. The service terms and conditions, along with the contract and any other supporting documents, will be provided to the client via email.
- **Contents of the Service Agreement**

The formal Service Agreement will outline the full terms of engagement, which may include details such as the training scope, total fees, payment terms, delivery schedule, client responsibilities, confidentiality, intellectual property, cancellation, and termination conditions, as well as any content or materials related to the provided RISOVENT service. The exact terms may vary depending on the service provided. This document will be sent to the client for review and signature before any payment is made or service delivery begins. The Service Agreement will also incorporate RISOVENT LTD's Service Terms and Conditions, which will be shared with the client at the time of contract preparation.

## Certificates of Attendance:

- **RISOVENT LTD** issues certificates of attendance to all participants who successfully complete the training workshop. It is important to note that these certificates are not accredited by any external body. Their sole purpose is to only confirm that participants have attended the workshop, and they do not imply any professional qualification or endorsement. Additionally, issuance of the certificate of attendance is optional and will only be provided to participants upon their request.

## Contract Delivery and Client Interaction:

- **Contract Delivery Timing and Procedure:** The contract will be delivered via email after the service is confirmed, ensuring that the contract reflects all the terms before any party signs.
- **Opportunity for Questions and Modifications:** Strongly encouraged before signing the contract. Clients can review the contract details, request modifications, and confirm acceptance via email.
- **Acknowledgment of Receipt:** Required from clients to ensure that you have received and understood all contractual documents.

## Target Audience:

- This training workshop is designed for leaders, executives, managers, and supervisors who are responsible for guiding teams in digitally connected environments.
- It is particularly relevant for professionals seeking to:
  - Strengthen their leadership effectiveness in hybrid or remote settings.
  - Integrate digital tools into their management practices.
  - Inspire innovation and collaboration across diverse, technology-driven teams.

## Duration and Scheduling

- 4 hours training workshop.

## Training Format and Location

- Online via Microsoft Teams or face-to-face\* at the client's workplace

## Participant Capacity

- Maximum of 30 individuals per session.

## Financial Information

- **Payment Terms:** Due within 10 days of sending the invoice via email.

## Total Price

- [Please read the price page by clicking here.](#)

## Cancellation Policy

- You have the right to cancel the service and contract within 14 days of signing, without providing any reason.

## Privacy Policy

- To learn more about RISOVENT LTD's Privacy Policy, please [click here.](#)

## Additional Notes

- Both online and face-to-face\* training are available for clients based in the United Kingdom (UK).
- For organisations or companies based outside the UK, online training is available worldwide.
- Face-to-face training for international clients may also be available depending on RISOVENT LTD physical availability and travel capacity.
- If face-to-face delivery is not possible, the training can still be delivered online.
- ***\* For face-to-face training delivered to clients, please note that the training fee does not cover additional expenses such as transportation and accommodation.***

## More Information

- For additional details, please visit the **FAQ** page on the RISOVENT website by [clicking here](#). If you have further questions, feel free to contact us at [contact@risovent.com](mailto:contact@risovent.com)

## Outline schedule – *The following plan can be updated or modified at anytime*

Duration	Session Segment	Format
15 minutes	Welcome & Introduction to Digital Leadership	Workshop overview and introductions
30 minutes	Adapting Leadership Styles	Mini-lecture and discussion
25 minutes	Digital Tools for Effective Leadership	Demonstration and reflection
<b>15 minutes</b>	<b>Break 1</b>	<b>Coffee/Tea</b>
30 minutes	Managing Remote and Hybrid Teams	Talk and case discussion
<b>15 minutes</b>	<b>Break 2</b>	<b>Coffee/Tea</b>

Duration	Session Segment	Format
80 minutes	Main Exercise: The Digital Leadership Simulation	Group activity and mentorship simulation
15 minutes	Reflection & Closing Discussion	Summary and Q&A