

Virtual Strategic Communications Workshops

FOR ORGANIZATIONS



Get Started

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Preparedness is not an accident[®]

Prepare your organization and people to effectively manage communications in response to critical incidents. When lives and reputations are on the line in today's high-risk, high-threat environment, it is the most well-trained and experienced strategic communications team that will be ready to abate and respond to threats and all-hazards. Summit Exercises and Training LLC is a veteran-owned small business. The cost of attendance at our Virtual Strategic Communications Workshops is at or below the federal government's new micro-purchase threshold level and/or the simplified acquisition threshold level, which provides acquisition flexibility to federal departments and agencies.

Get Started

Contact us to book a workshop.

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Virtual Joint Information System/ Joint Information Center Methodology and Practice

SCOPE:

This virtual workshop offers practical solutions for building relationships, enhancing internal and external communications, streamlining information coordination and approval processes, and enhancing the information management cycle for the virtual Joint Information System/Joint Information Center (JIS/JIC).

REQUIREMENTS

	SELECT VIRTUAL WORKSHOP LENGTH		
Risk & Crisis Internal Digital & Communications Communications Social Media	2 HOUR	4 HOUR	1 DAY (8 HOURS)
LEARNING OBJECTIVES			
Develop strategies for incorporating digital and social media and new technology into the Information Management Cycle.		\checkmark	
Develop strategies for incorporating digital and social media and new technology into the JIS/JIC.			\checkmark
Demonstrate the ability to integrate new technology into the virtual JIS/JIC in a training exercise.			
Discuss best practices and lessons learned.	\checkmark	\checkmark	\checkmark
INTERACTIVE ELEMENTS			
Knowledge Checks		\checkmark	\checkmark
Polling	\checkmark	\checkmark	\checkmark
Off-the-shelf tools, techniques, and templates are provided to participants for easy implementation.		\checkmark	V
BREAKOUT ROOMS			
JIS/JIC Responsibilities Activity		\checkmark	V
JIS/JIC Technology Assessment Activity		\checkmark	\checkmark
Triage Information Exercise			\checkmark
Social Media Monitoring Strategy Exercise			\checkmark
Putting it All Together – Final Exercise			\checkmark

Building Effective Digital and Social Media Campaigns for Public Engagement and Outreach

SCOPE:

This virtual workshop provides participants with strategies and immersive practice for developing effective digital and social media campaigns for public engagement and outreach. At the end of the workshop, course participants are empowered with tools and techniques for employing an effective digital and social media campaign.

REQUIREMENTS

	SELECT VIRTUAL WORKSHOP LENGTH		
Risk & Crisis Community Digital & Communications Education & Relations Social Media	2 HOUR	4 HOUR	1 DAY (8 HOURS)
LEARNING OBJECTIVES			
Understand the importance of a social media strategy.	\checkmark	\checkmark	\checkmark
Identify digital media engagement strategies using best practices.			V
Begin the development of a digital engagement campaign.			V
Discuss best practices and lessons learned.		\checkmark	\checkmark
INTERACTIVE ELEMENTS			
Knowledge Checks	\checkmark	\checkmark	\checkmark
Polling	\checkmark	\checkmark	\checkmark
Self-assessment Activity	\checkmark	\checkmark	V
BREAKOUT ROOMS			
"7 Questions/7 Steps" to begin development of a digital engagement strategy.			V
"Build a Digital Content Strategy" template for developing individualized strategies.			

Addressing Misinformation & Combating Disinformation on Digital & Social Media

SCOPE:

This virtual workshop provides participants with strategies and immersive practice for identifying and addressing misinformation and disinformation on social media. Participants gain an understanding of media monitoring and the role it plays in emergency public information, learn key sources for monitoring during an incident, identify specific strategies for responding to information on digital and social media platforms, and identify and practice tactics for monitoring information on digital and social media platforms.

REQUIREMENTS

	SELECT VIRTUAL WORKSHOP LENGT		SELECT VIRTUAL WORKSHOP LENGTH
Risk & Crisis Digital & Reputation Communications Social Media Reputation	2 HOUR	4 HOUR	1 DAY (8 HOURS)
LEARNING OBJECTIVES			
Define media monitoring and the role it plays in emergency public information.	\checkmark	\checkmark	\checkmark
Identify key sources for information monitoring during an emergency.	\checkmark	\checkmark	\checkmark
Describe steps for successful media monitoring.	\checkmark	\checkmark	\checkmark
Describe the purpose, benefits, and uses of search platforms on social media.		\checkmark	\checkmark
Best practices, strategy, and practice are emphasized during this training.		\checkmark	\checkmark
INTERACTIVE ELEMENTS			
Knowledge Checks	\checkmark	\checkmark	
Polling	\checkmark	\checkmark	\checkmark
Case Study Review		\checkmark	\checkmark
Final exercise with tools, techniques, and strategy for effectively combating social media mis/disinformation.			\checkmark
BREAKOUT ROOMS			
Use the scenario provided to develop social media monitoring objectives activity.		\checkmark	\checkmark
Monitoring strategy and tools exercise.		\checkmark	\checkmark
Social media monitoring and reporting exercise.			\checkmark

Reputation Management Strategies for Leadership

SCOPE:

This virtual workshop addresses the importance of strategic communications for reputation management. Workshop participants are encouraged to engage in open dialogue to examine the responsibilities, staffing recommendations, training requirements, and the funding necessary to support effective communications for reputation management.

REQUIREMENTS

	SELECT VIRTUAL WORKSHOP LENGTH		P LENGTH
Reputation Management	2 HOUR	4 HOUR	1 DAY (8 HOURS)
LEARNING OBJECTIVES			
Describe communication strategies for reputation management.			
Describe a buy-time statement.	\checkmark	\checkmark	\checkmark
Understand the importance of a monitoring strategy for situational awareness to address reputation management.	\checkmark	\checkmark	\checkmark
Develop a monitoring strategy for situational awareness to address reputation management.			\checkmark
Practice communication strategies for reputation management.			\checkmark
INTERACTIVE ELEMENTS			
Knowledge Checks			\checkmark
Polling		\checkmark	\checkmark
Case Study Review			\checkmark
Discussion-based Exercise			\checkmark
BREAKOUT ROOMS			
Communication strategy activity.			\checkmark
Monitoring strategy and practice exercise.			\checkmark
Putting it all together: Final exercise.			\checkmark

Managing Social Media Situational Awareness for Reputation Management

SCOPE:

This virtual workshop provides participants with experience in using tools that monitor media and public-based information sources, such as social media, and aid in developing messages during a crisis. The workshop focuses on learning strategies for maintaining situational awareness by tracking activity and using social media resources to ensure approved information is readily available for decision-making.

REQUIREMENTS

	SELECT VIRTUAL WORKSHOP LENGT		
Digital & Reputation Social Media Management	2 HOUR	4 HOUR	1 DAY (8 HOURS)
LEARNING OBJECTIVES			
Define media monitoring and the role it plays in reputation management.		\checkmark	\checkmark
Identify key sources for information monitoring.	\checkmark	\checkmark	\checkmark
Describe steps for successful media monitoring and informed strategic communication decision-making.	\checkmark	\checkmark	\checkmark
Describe the purpose, benefits, and uses of search platforms on social media.		\checkmark	\checkmark
Describe steps for successful media monitoring.		\checkmark	\checkmark
INTERACTIVE ELEMENTS			
Knowledge Checks	\checkmark	\checkmark	\checkmark
Polling	\checkmark	\checkmark	\checkmark
Case Study Review		\checkmark	\checkmark
BREAKOUT ROOMS			
Social media monitoring objectives for reputation management activity.			\checkmark
Monitoring strategy and tools exercise.		\checkmark	\checkmark
Informed decision-making exercise.			\checkmark

Virtual Media Relations Practice

This workshop prepares participants to enhance their communication skills and practice using digital communications tools and techniques for effective media relations. Using interactive and participatory methods, this course provides participants with the opportunity to practice effective media relations techniques using a variety of interview methods and digital communications tools.

REQUIREMENTS

	SELECT VIRTUAL WORKSHOP LENGTH		
Reputation Media Relations Management Practice	2 HOUR	4 HOUR	1 DAY (8 HOURS)
LEARNING OBJECTIVES			
Prepare leadership, subject-matter experts and communicators to develop key messages and talking points using a message map.	\checkmark	\checkmark	\checkmark
Effectively communicate key messages and talking point using virtual tools.	V	\checkmark	\checkmark
Demonstrate effective remote interview skills using virtual tools and techniques.		\checkmark	\checkmark
Demonstrate storytelling skills using online media.			\checkmark
INTERACTIVE ELEMENTS			
Knowledge Checks	\checkmark	\checkmark	\checkmark
Polling		\checkmark	\checkmark
Virtual interviews using at least 2, 3, or 4 interview tools	2 Tools	3 Tools	4 Tools
Discussion-based exercise			\checkmark
Scenario-based exercise			\checkmark
BREAKOUT ROOMS			
Discuss, practice, and critique effective remote interview skills using 2, 3, or 4 interview tools.	2 Tools	3 Tools	4 Tools

Crisis Communication Principles and Practice

SCOPE:

This virtual workshop provides participants with crisis communication methodologies and strategies. Crisis communication principles, the psychology of messaging, establishing trust and credibility, key message development, and working with the media and social media are addressed.

REQUIREMENTS

	SELECT VIRTUAL WORKSHOP LENGTH		P LENGTH
Risk & Crisis Communications Practice Social Media Reputation Management	2 HOUR	4 HOUR	1 DAY (8 HOURS)
LEARNING OBJECTIVES			
Define and practice crisis communication.			\checkmark
Identify stakeholder audiences.			V
Define the Message Triangle.			\checkmark
Describe how to develop key messages and use a Message Map.		\checkmark	\checkmark
Demonstrate the ability to create a Message Map and disseminate key messages via a variety of communication channels.			V
INTERACTIVE ELEMENTS			
Knowledge Checks	\checkmark	\checkmark	\checkmark
Polling	\checkmark	\checkmark	\checkmark
Discussion-based Exercises			
BREAKOUT ROOMS			
Develop key messages using a Message Map.	V		V
Identify communication channels and develop key messages activity.			
Create a message map, identify communication channels, and practice disseminating messages via a variety of channels in a simulated environment.			V

Crisis Communication Planning

SCOPE:

This virtual workshop provides participants with crisis communication methodology and planning practice for developing a Crisis Communication Plan (CCP). Participants learn crisis communication principles and application for developing a comprehensive CCP template for use when they leave the workshop.

REQUIREMENTS

Strong Internet connection is required. Webcam use is preferred for all participants and instructors.

	SELECT VIRTUAL WORKSHOP LENGTH		
Risk & Crisis Community Communications Education & Relations	2 HOUR	4 HOUR	1 DAY (8 HOURS)
LEARNING OBJECTIVES			
Define and practice crisis communication.	\checkmark		\checkmark
Identify stakeholder audiences and associated steps for developing a Crisis Communication Plan.			V
Identify best practices for developing a Crisis Communication Plan.		\checkmark	\checkmark
Demonstrate the ability to create a Crisis Communication Plan.			\checkmark
INTERACTIVE ELEMENTS			
Knowledge Checks		\checkmark	\checkmark
Polling	\checkmark	\checkmark	\checkmark
Discussion-based Exercises	\checkmark	\checkmark	\checkmark
BREAKOUT ROOMS			
Discuss and identify best practices for implementing a Crisis Communication Plan.		V	
Share and discuss personalized Crisis Communication Plan templates with main classroom.			V

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Strategic Communication Methodology and Practice

SCOPE:

This virtual interactive and participatory workshop provides participants with strategic communication methodologies, strategies, and practices. The communication lifecycle, risk communication principles, the psychology of messaging, establishing trust and credibility, key message development, and working with the media and social media are addressed.

REQUIREMENTS

		JAL WORKSHO	P LENGTH
Risk & Crisis Media Relations Internal Digital & Communications Practice Communications Social Media	2 HOUR	4 HOUR	1 DAY (8 HOURS)
LEARNING OBJECTIVES			
Understand the Information Management Cycle and associated information requirements.		\checkmark	\checkmark
Identify and address communication complexities.	\checkmark	\checkmark	\checkmark
Identify focused communication strategies and practices.	\checkmark	\checkmark	\checkmark
Demonstrate the ability to apply focused communication strategies and practices.			V
INTERACTIVE ELEMENTS			
Knowledge Checks	\checkmark	\checkmark	\checkmark
Polling	\checkmark	\checkmark	\checkmark
Plenary activity: The Same Things Mean Different Things to Different People	\checkmark	\checkmark	\checkmark
Plenary activity: Changing Hats	\checkmark	\checkmark	\checkmark
Plenary activity: Just How Many Are there? Joint Information System exercise.	\checkmark	\checkmark	\checkmark
Putting it all together: Final exercise.		\checkmark	\checkmark
BREAKOUT ROOMS			
Information Triage		\checkmark	\checkmark
Activity: Don't Drop the Data			\checkmark
Activity: What's Your Strategy?			\checkmark

Risk and Crisis Communication for Senior Management

SCOPE:

This virtual workshop is specifically designed for senior management, leadership, decision-makers, and subject matter experts. The workshop provides senior officials risk communications principles, psychology of messaging, and establishing trust and credibility strategy and practice.

REQUIREMENTS

Risk & Crisis Communications Reputation Management	2 HOUR
LEARNING OBJECTIVES	
Define risk and crisis communication.	\checkmark
Describe the importance of matching messages to your intended audiences.	\checkmark
Develop strategies for anticipating questions and avoiding ambush.	V
INTERACTIVE ELEMENTS	
Knowledge Checks	
Polling	
Plenary activity: Assess tools that aid in addressing the media, i.e., prep sheets, briefing cards, and scripts.	\checkmark
BREAKOUT ROOMS	
Putting it all together: Final exercise.	V

From Awareness to Action: Motivating Behavior Change through Strategic Risk Communication

SCOPE:

This virtual interactive and participatory workshop offers methodologies and strategies for communicating risk to internal and external audiences. Participants learn how to describe and apply risk communication concepts, use risk communication concepts to motivate preparedness and response behaviors, and identify common issues and potential solutions resulting from working as a team with emphasis on building skills and leveraging the varied communicator roles of the training participants.

REQUIREMENTS

		SELECT VIRTUAL WORKSHOP LENGTH		
Risk & Crisis Internal Communications Communications	2 HOUR	4 HOUR	1 DAY (8 HOURS)	
LEARNING OBJECTIVES				
Define risk communication and risk communication strategies.	\checkmark	\checkmark	\checkmark	
Describe the communication needs of different populations.	\checkmark	\checkmark	\checkmark	
Create messages that motivate action.	\checkmark	\checkmark	\checkmark	
Demonstrate the ability to apply risk communication concepts to motivate action.			V	
INTERACTIVE ELEMENTS				
Knowledge Checks	\checkmark	\checkmark	\checkmark	
Polling		\checkmark	V	
Risk Communication Strategies Activity		\checkmark	\checkmark	
Risk Communication Channels Activity	\checkmark	\checkmark	\checkmark	
BREAKOUT ROOMS				
Develop messages that motivate action.	\checkmark	\checkmark	\checkmark	
Outreach Strategies		\checkmark	\checkmark	
Public alert and warning activity.			\checkmark	

Building and Maintaining a **Resilient Joint** Information **System**

SCOPE:

This virtual workshop provides participants with experience to assist in building and maintaining a resilient Joint Information System (JIS). Based on best practices, this course focuses on recruiting for the JIS, building bench strength, industry best practices, internal and external information coordination, and key planning capabilities for maintaining a resilient JIS.

REQUIREMENTS

	SELECT VIRTUAL WORKSHOP LENGTH		
Risk & Crisis Internal Communications Education & Relations	2 HOUR	4 HOUR	1 DAY (8 HOURS)
LEARNING OBJECTIVES			
Describe the Information Management Cycle.		\checkmark	\checkmark
Describe the Joint Information System (JIS) and identity key functions.	\checkmark	\checkmark	\checkmark
Identify strategies to align with well-practiced and proven Incident Command System JIS practices.	\checkmark	\checkmark	\checkmark
Identify strategies for enhancing existing JIS plans to align with best practices.		\checkmark	\checkmark
Discuss the development of a JIS Staffing plan to include functional checklists with associated technology requirements, skill set identification, and training requirements.		\checkmark	V
Identify protective action, information exchange and information prioritization strategies.			\checkmark
Identify drills and exercises best practices and strategies for evaluating technology enhancements.			V
INTERACTIVE ELEMENTS			
Knowledge Checks	\checkmark	\checkmark	\checkmark
Polling	\checkmark	\checkmark	\checkmark
Discuss the JIS Skill Set Assessment.		\checkmark	\checkmark
BREAKOUT ROOMS			
JIS Activity	\checkmark	\checkmark	\checkmark
Review the JIS Implementation Checklist and identify any gaps in your existing JIS.	\checkmark	\checkmark	\checkmark
JIS Best Practices Activity		\checkmark	\checkmark
Discuss the Golden Hour, checklists, cross- training, resources, and improvements.		\checkmark	
Discuss strategies, improvements, and benefits your agency uses to drill/exercise the JIS.			

Diversity & Inclusion Awareness: Identifying & Addressing Communication Complexities

101

SCOPE:

This highly interactive, virtual workshop introduces participants to communication complexities that can create barriers and present challenges to effective and productive communication. The primary objectives are for participants to gain an increased awareness that "the same things mean different things to different people," to address the need to unlearn/relearn how we handle cultural differences and indifference, and to emphasize the need for listening for understanding (not necessarily agreement). Opportunities for introspection and increased selfawareness are provided via group discussions and exercises.

REQUIREMENTS

Strong Internet connection is required. Webcam use is preferred for all participants and instructors.

SELECT VIRTUAL WORKSHOP LENGTH

Internal Community Communications Education & Relations	2 HOUR	4 HOUR	1 DAY (8 HOURS)
LEARNING OBJECTIVES			
Understand the concept of "learn, unlearn, and relearn".	V		V
Gain an understanding of active listening skills and practice.	\checkmark	\checkmark	\checkmark
Identify complexities that impact effective communication.	\checkmark	\checkmark	\checkmark
Identify strategies to address communication complexities.		\checkmark	\checkmark
Gain an understanding of how communication complexities affect us and our ability to communicate effectively.		\checkmark	\checkmark
Learn how communication complexities can exacerbate convoluted incidents and events.		\checkmark	\checkmark
INTERACTIVE ELEMENTS			
Case Study Review	V	\checkmark	\checkmark
Open conversation regarding diversity, inclusion, and culture present many complexities.	V		V
Cross Cultural Competence and Listening activity.		\checkmark	\checkmark



REINFORCE YOUR STRATEGIC COMMUNICATIONS TRAINING

SummitET[®] develops and facilitates customized tabletop exercises and workshops incorporating the needs of the target audience. Our training foundations bring together people, departments and agencies to enhance planning for and response to any incident, thus strengthening organizational response capabilities.

With over 26 strategic communications courses available to choose from you are sure to find one that best suits your organization's preparedness needs and goals.

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