Workplace Now

THE ESSENTIAL HUMAN SKILLS SUITE

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is the ability to skill and reskill rapidly.

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The survival skill of the 21st century is the ability to skill and reskill rapidly. While tech skills remain vital for thriving in a post-pandemic economy, human skills, neglected for many years, are now the key to unlocking personal and business success.

Workplace Now is a suite of content that builds these essential human skills needed in every job, now and into the future. Workplace Now presents a new program to rapidly develop these core human skills.

Who is Workplace Now for?

Workplace Now is designed to develop core human skills needed in the business world.

The content has been designed to slot seamlessly into several corporate learning programs, including:

- Graduate programs
- New hire programs
- Business-wide upskilling/reskilling programs

Key Learning Features

Established learning techniques form the backbone of each learning module to lead to stronger learning outcomes. Key learning features of the program include:

- Modules are delivered in micro-learning units - a technique proven to aid learning while minimizing digital fatigue.

- Engaging teachers use direct instruction in video presentations to explain and lead learning throughout the program.

- Media rich lessons offer clever and memorable animations and interactions providing easy ways to quickly acquire the new habits and practices to be successful in the workplace.

- Take it to Work suggestions, exercises, and resources deliver an immediate practical payback so successful work habits can be applied in a work setting.

Learning Modules

- Building Collaboration and Communication Skills
- Productivity Skills
- Developing Your Digital Image
- Critical Thinking
- Problem Solving Skills
- Harnessing Creativity

- Agile Thinking
- Building Motivation
- Developing a Growth Mindset
- Communicating with Empathy
- Building Resilience
- Business Habits of Excellence

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Building Collaboration And Communication Skills

Develop strong team bonds both from the office and home.

Understanding Teams (15 mins)
· Unlocking individual potential
· Recognizing potential: Team Roles theory
· Optimizing team communication

Creating a Team Vision (15 mins)
· Vision: defining the 'why'
· A vision statement... stirring the senses
· Team vision... inspiring success

Tuckman's Team Development (15 mins)
· A team is powered by trust
· How a team comes together
· Using Tuckman's stages in practice

Team Working at a Distance (15 mins)
· Making remote working work for you
· The keys to successful flexible working
· Building relationships in a digital workplace

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Productivity Skills

Mature employees to a stage where they can manage their time effectively both for improved productivity and their own wellbeing.

Setting Objectives & Managing Priorities (20 mins)
· The value of goals
· The elements of an effective objective
· The importance of tangible outcomes and measures
· Clear expectations create focus

Time Management (15 mins)
· You control your time
· Making good use of your time

· Tools and techniques to use time wisely

Designing Effective Processes (20 mins)
· Are your processes working for you?
· The importance of end-to-end processes
· Key elements of process design

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Developing your Digital Image

Learn how to protect and promote your digital image with seamless, effective, and skilled communication and teamwork over digital channels.

The Golden Rules of Digital - Using Tech to Talk (15 mins)
· Presenting your best virtual self
· Your digital reputation
· Check your tech
· Your personal best

Finding Affinity in the Digital Workspace (15 mins)
· Why mastering digital relationships matters
· Affinity in the digital workspace

· Establishing trust in a virtual environment
· Making online meetings a welcoming space

Hosting and Facilitating Digital Meetings (20 mins)
· Making the most of meetings
· Meetings – time well spent?
· First things first – check your tech
· Planning a good meeting
· Running a good meeting

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Critical Thinking

Understand what critical thinking is and fine tune effective critical thinking to bring powerful reasoning to support organizational decisions.

What is Critical Thinking (20 mins)
· Decisions, decisions, decisions
· What is critical thinking?
· Why is critical thinking important?
· Developing your critical thinking skills
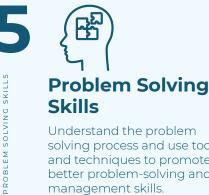
Defining the Problem (20 mins)
· How critical thinkers approach problems
· Observation skills
· Active listening
· Attention to detail

Evaluating the Data (20 mins)
· Facts, 'alternative facts' and fairy tales
· Never rush to judgement
· Evaluating quantitative data
· Evaluating qualitative data

Making the Decision (20 mins)
· Making your mind up
· Before deciding
· Making the decision

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Problem Solving Skills

Understand the problem solving process and use tools and techniques to promote better problem-solving and risk management skills.

Root Cause Analysis (20 mins)
· Problems to solve?
· Identifying the issue
· Investigating root causes

Mitigating Risk (20 mins)
· Identifying risks
· Risk as part of problem solving
· Managing risks
· Influencing stakeholders

Evaluating Options (20 mins)
· Gathering options
· Evaluating options
· Judging the best way forward

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Harnessing Creativity

Recognize potential for creativity and maximize creative impact.

Thinking "Outside the Box" (20 mins)
· What's this box people keep referring to?
· What is meant by creativity?
· Creativity at work
· Enhance your personal creativity

Breaking Habits and Challenging Tradition (20 mins)
· Human nature and the role of habits
· Business habits and their impact in the workplace
· Challenging the status quo and recognizing resistance to change

Gaining Acceptance for Ideas (20 mins)
· You've got a big idea, now what?
· Selling ideas
· Scenario planning
· Piloting projects

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Agile Thinking

Develop the desire to learn, adapt, and grow.

The Agile Worker (20 mins)
· Why does agility matter?
· What 'agile' means
· Traits of agile workers
· Become more agile

Exercising an Agile Mindset (20 mins)
· Agile thinking – not quite as easy as it sounds
· The impact of biology on thinking
· Ways to support agile thinking
· Practicing agility

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Building Motivation

Develop the most essential skills to motivate yourself and others more effectively.

Motivation Fundamentals (20 mins)
· Why motivation matters
· Motivation: it's all in your head
· Boosting dopamine levels

Motivating Yourself (20 mins)
· Who are you waiting for?
· Where do I begin?
· Make motivation matter

Motivating Others (20 mins)
· Motivating others to succeed
· Motivation vs. inspiration
· Motivational techniques
· Motivating different personalities

Turning Motivation Into Discipline (20 mins)
· Motivation vs. discipline
· Building structure
· Creating flexibility
· Getting things done

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GROWTH MINDSET

Building a Growth Mindset

Transform your mindset from a fixed to a growth mindset and mentally be equipped to tackle change.

Fixed vs. Growth Mindset (15 mins)
· The winning edge mindset
· Why mindsets matter

Rethinking Your Limits (20 mins)
· Gaining the edge
· Steering your mind in the right direction
· The imposter syndrome

Changing Fixed Mindsets (20 mins)
· Acknowledgment is the first step
· Strategies to overcome fixed mindsets

Cultivating a Growth Mindset (15 mins)
· Action is the key to growth
· Fact and fiction
· Tactics for success

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EMPATHY

Communicating with Empathy

Learn how to build empathy and create better relationships with others.

Empathy Fundamentals (20 mins)
· Empathy – buzzword or superpower?
· Why empathy matters
· Importance of empathy in the workplace

Improving your Awareness (15 mins)
· Empathy is like reading someone's story
· Helpful strategies

Understanding Others (20 mins)
· The power of asking questions
· Asking the right questions
· Listening and observing

The 7 Empathy Amplifiers (15 mins)
· Empathy amplifiers in action
· Powerful questioning amplifiers

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RESILIENCE

Building Resilience

Discover how to handle adversity more effectively and bounce back better.

Resilience Basics (20 mins)
· What resilience is
· Why resilience matters
· What resilience looks like

Dealing with Adversity (20 mins)
· Handling the VUCA world
· Conquering adversity
· Handling uncertainty
· Coping with exhaustion and burnout

Resilience Skills (20 mins)
· Focusing on controllables
· The goal oriented mindset
· Attention switching
· Developing patience and acceptance
· Cultivating gratitude

Becoming Stronger through Adversity (20 mins)
· Finding the advantages
· Finding the lessons
· Finding the options
· Finding the meaning
· Finding the vision

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HABITS OF EXCELLENCE

Business Habits of Excellence

Master the critical skills needed in the business world to be a high performer.

The Mindsets of High Performers (20 mins)
· The high performing mindset
· The control and growth mindsets
· The opportunity and creative mindsets
· The action and solution mindsets

Building Long Lasting Habits (20 mins)
· The science of habit change
· Changing your habits
· Building new habits

Proven Habits of the High Performer (20 mins)
· The miracle morning
· Strategic thinking
· Boundary building
· Prioritizing effectively

Building a High Performing Culture (10 mins)
· Building trust and empathy
· Engage, collaborate and share
· Habits of excellence to take to work

Bring Workplace Now to Your Organization

If you are interested in rolling out the Workplace Now program where you work, click the button below to contact a member of Intuition. A learning solutions specialist will get back to you as soon as possible.

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