



Workplace Now

THE ESSENTIAL HUMAN SKILLS SUITE

Rapid skill building for an AI era






Workplace Now

The survival skill of the 21st century is the ability to skill and reskill rapidly. While tech skills remain vital for thriving in an AI powered world, human skills 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:

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



Key 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



Building Collaboration & Communication Skills

Develop strong team bonds both from the office and home

Understanding Teams

15 minutes

- Unlocking individual potential
- Recognizing potential: Team Roles theory
- Optimizing team communication

Creating a Team Vision

15 minutes

- Vision: defining the 'why'
- A vision statement... stirring the senses
- Team vision... inspiring success

Tuckman's Team Development

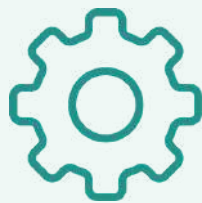
15 minutes

- A team is powered by trust
- How a team comes together
- Using Tuckman's stages in practice

Team Working at a Distance

15 minutes

- Making remote working work for you
- The keys to successful flexible working
- Building relationships in a digital workplace



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 minutes

- The value of goals
- The elements of an effective objective
- The importance of tangible outcomes and measures
- Clear expectations create focus

Time Management

15 minutes

- You control your time
- Making good use of your time
- Tools and techniques to use time wisely

Designing Effective Processes

20 minutes

- Are your processes working for you
- The importance of end-to-end processes
- Key elements of process design



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 minutes

- Presenting your best virtual self
- Your digital reputation
- Check your tech
- Your personal best

Finding Affinity in the Digital Workspace

15 minutes

- 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 minutes

- Making the most of meetings
- Meetings – time well spent?
- First things first – check your tech
- Planning a good meeting
- Running a good meeting



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 minutes

- Decisions, decisions, decisions
- What is critical thinking?
- Why is critical thinking important
- Developing your critical thinking skills

Defining the Problem

20 minutes

- How critical thinkers approach problems
- Observation skills
- Active listening
- Attention to detail

Evaluating the Data

20 minutes

- Facts, 'alternative facts' and fairy tales
- Never rush to judgement
- Evaluating quantitative data
- Evaluating qualitative data

Making the Decision

20 minutes

- Making your mind up
- Before deciding
- Making the decision



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 minutes

- Problems to solve?
- Identifying the issue
- Investigating root causes

Mitigating Risk

20 minutes

- Identifying risks
- Risk as part of problem solving
- Managing risks
- Influencing stakeholders

Evaluating Options

20 minutes

- Gathering options
- Evaluating options
- Judging the best way forward



Harnessing Creativity

Recognize potential for creativity and maximize creative impact.

Thinking "Outside the Box"

20 minutes

- 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 minutes

- 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 minutes

- You've got a big idea, now what?
- Selling ideas
- Scenario planning
- Piloting projects



Agile Thinking

Develop the desire to learn, adapt, and grow.

The Agile Worker

20 minutes

- Why does agility matter?
- What 'agile' means
- Traits of agile workers
- Become more agile

Exercising an Agile Mindset

20 minutes

- Agile thinking – not quite as easy as it sounds
- The impact of biology on thinking
- Ways to support agile thinking
- Practicing agility



Building Motivation

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

Motivation Fundamentals

20 minutes

- Why motivation matters
- Motivation: it's all in your head
- Boosting dopamine levels

Motivating Others

20 minutes

- Motivating others to succeed
- Motivation vs. inspiration
- Motivational techniques
- Motivating different personalities

Motivating Yourself

20 minutes

- Who are you waiting for?
- Where do I begin?
- Make motivation matter

Turning Motivation Into Discipline

20 minutes

- Motivation vs. discipline
- Building structure
- Creating flexibility
- Getting things done



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 minutes

- The winning edge mindset
- Why mindsets matter

Rethinking Your Limits

20 minutes

- Gaining the edge
- Steering your mind in the right direction
- The imposter syndrome

Changing Fixed Mindsets

20 minutes

- Acknowledgment is the first step
- Strategies to overcome fixed mindsets

Cultivating a Growth Mindset

15 minutes

- Action is the key to growth
- Fact and fiction
- Tactics for success



Communicating with Empathy

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

Empathy Fundamentals

20 minutes

- Empathy – buzzword or superpower?
- Why empathy matters
- Importance of empathy in the workplace

Understanding Others

20 minutes

- The power of asking questions
- Asking the right questions
- Listening and observing

Improving your Awareness

15 minutes

- Empathy is like reading someone's story
- Helpful strategies

The 7 Empathy Amplifiers

15 minutes

- Empathy amplifiers in action
- Powerful questioning amplifiers



Building Resilience

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

Resilience Basics

20 minutes

- What resilience is
- Why resilience matters
- What resilience looks like

Resilience Skills

20 minutes

- Focusing on controllables
- The goal oriented mindset
- Attention switching
- Developing patience and acceptance
- Cultivating gratitude

Dealing with Adversity

20 minutes

- Handling the VUCA world
- Conquering adversity
- Handling uncertainty
- Coping with exhaustion and burnout

Becoming Stronger through Adversity

20 minutes

- Finding the advantages
- Finding the lessons
- Finding the options
- Finding the meaning
- Finding the vision



Business Habits of Excellence

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

The Mindsets of High Performers

15 minutes

- The high performing mindset
- The control and growth mindsets
- The opportunity and creative mindsets
- The action and solution mindsets

Proven Habits of the High Performer

20 minutes

- The miracle morning
- Strategic thinking
- Boundary building
- Prioritizing effectively

Building Long Lasting Habits

20 minutes

- The science of habit change
- Changing your habits
- Building new habits

Building a High Performing Culture

15 minutes

- Building trust and empathy
- Engage, collaborate and share
- Habits of excellence to take to work

Coming soon to **Workplace Now**



Navigating & Managing Change

Uncover the dynamics of change and develop the skills to navigate, lead and drive change and transformation initiatives with lasting impact



Building Emotional Intelligence

Boost self-awareness, deepen understand of others, and thrive through practicing emotional intelligence



Cultivating Negotiation Skills

Master negotiation fundamentals, plan with precision, and apply proven tactics to negotiate with confidence and impact



Communicating with Confidence

Develop core skills, speak with impact, and communicate with confidence, purpose and presence in any situation



Pitching Skills

Your pitch is your power. Learn how to frame and structure your pitch, deliver with confidence, clarity and connection, and effectively handle high-stakes questioning.



Bring **Workplace Now** to your organization

If you're 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.

CONTACT US