

2023 WORK SAVVY PROGRAMME

This programme is ideally suited for participants looking for:

- **Personal development - the tools and tactics to succeed, distilled down for busy people**
- **Career development - especially those looking to grow their self-management and self-leadership skills**
- **Opportunities to connect and grow their professional networks in a cohort across New Zealand.**



The approach

What skills are necessary for professional greatness? What makes someone able to perform successfully under high stress and constant change, and to keep doing it time after time without breaking down?

Studies on the strategies and habits of winning athletes find that these practices can also improve performance in the business environment. Essentially, we can apply the wisdom of sport to help ourselves succeed in the workplace.

We know that the modern way of working is like a marathon, not a sprint even if it feels like that sometimes! The Work Savvy Programme uses the idea of a workplace athlete to talk about success in the workplace. Like an athlete, it involves regular training and practice, meeting goals, having good systems in place and a strong and healthy mindset.

The Work Savvy programme will give you the building blocks of workplace success. From better dealing with challenges to improving your communication skills, this programme will help you to be the best version of yourself in the workplace. It uses a mix of online learning, workshops with experts and peer coaching as part of a select cohort.

What you'll learn:

Module 1: Mindset of a Workplace Athlete	Module 2: Habits of a Workplace Athlete	Module 3: What is your Game Plan - Focusing on the right stuff	Module 4: Getting your Support Crew on Board - Building Relationships
<ul style="list-style-type: none"> • Self-leadership workshop • Mindset of a Workplace Athlete • Taming your inner critic • How to deal with challenges • Developing grit 	<ul style="list-style-type: none"> • Being your Best Self at Work workshop • Knowing what you are good at and areas to work on • Managing and maximising energy levels • Reducing cognitive load by putting routine systems in place 	<ul style="list-style-type: none"> • Personal Growth workshop • Feedback essentials • Goal setting • Managing your time well • Getting the best out of meetings 	<ul style="list-style-type: none"> • Work Styles workshop • Difficult Conversations Workshop • Working with your manager and getting on with others • Generations in the workplace • Growing your workplace savvy • Development planning

Time Investment

The time commitment needed for the programme will range from 30 mins to 90 minutes per week, for four months, plus fun and action-packed face-to-face Introduction and Conclusion Events (optional) to meet the other participants in person.

How the programme is delivered over the four months:

- 1** • Introductory Workshop (via Zoom or face-to-face): To connect the participants and give them an overview of the programme & learning process
- 2** • 5 Live Workshops (1.5 hours per month via Zoom): Engaging and interactive virtual workshops with thought leaders and experts in their fields
- 3** • 4 Peer Coaching and Action-Learning Forums (1.5 hour per month via zoom): Opportunity for participants to reflect and share learnings virtually with others in a learning community
- 4** • Monthly e-Courses (around 2 hours per month): Engaging, bite-sized microlearning that participants can access from their mobile devices; includes on-the-job tasks and reflection (participants will be able to access the modules for 12 months)
- 5** • Community of Practice: Peer discussion via online platform on key learnings
- 6** • Conclusion Workshop (via Zoom or face-to-face): To consolidate learnings and grow networks across the group.

The outcomes

The Work Savvy programme will focus on participants improving the following skills:

- Dealing with challenges
- Growing grit and perseverance
- Building systems and routine into daily work/life
- Reaching short- and long-term goals
- Effective time and energy management
- Knowing and working in strengths
- Communication skills
- Relationship-building and working with a wide range of people.
- Personal development and career planning

Our programme can be tailored to meet specific organisational needs.

Contact us directly to discuss options and pricing.

www.savvyup.co.nz

COURSE LEADERS / PRESENTERS



TANIA GOUGH

Tania is the Co-Founder and Director of Savvy Up Limited.

Tania has held a range of human resource management and consultancy roles in the New Zealand public and private sectors in the last twenty years.

She has extensive experience working with organizational teams facilitating goal setting, problem solving and team development. She also regularly facilitates the Outward Bound Professional Leadership programme.



CHRISTINA CURLEY

Christina is the Co-Founder and Director of Savvy Up Limited. Christina's career has spanned three countries and more than fifteen years, particularly specializing in digital marketing and project management, content, and instructional design.

Savvy Up draws on Christina's online education skill set and her passion for helping young people navigate the world of work.



JEN YOUNG

Jen is a Workplace Wellbeing Consultant, Mindfulness Educator, Neuro Leadership Institute trained Coach, Facilitator, Mental Health Advocate, Youth Leadership Development Advisor and Writer. Over the last five years she's helped individuals and organizations with stress, resilience, overwhelm, anxiety, increasing innovation, increasing diversity and inclusion, building intentional relationships with technology, social media and self-leadership.



KATE THOMPSON

Kate is an ICF Credentialed Coach with extensive experience in a range of senior HR and consulting roles, including team leadership, coaching, organisational change, performance and talent management and process improvement. Kate draws on her coaching skills, practical experience working in large and small organizations and keen interest in applying positive psychology theories and tools to help people utilise their strengths to be the best they can be.



PETER DE BOER

After a career leading and managing teams in both corporates and SMEs, in the UK, Australia and NZ, Peter (PdB) can draw upon a diverse range of experience to meaningfully help individuals and teams to unlock their potential through coaching, mentoring and advisory work. Essentially he helps people "be better tomorrow than they believe possible today". Peter is particularly interested in helping businesses build their management capability, believing that by improving the relationships between manager and team member, engagement, productivity and simple "happiness at work" metrics can be significantly improved.

Work Savvy Programme Course

Calendar 2023

MONTH 1	MONTH 2	MONTH 3	MONTH 4
<p><u>1. Intro workshop</u></p> <ul style="list-style-type: none"> • Pre-work: Questionnaire on programme expectations and participant current context • Welcome and connect the participants • Explain programme and process <p><u>2. Micro-learning topics:</u></p> <ul style="list-style-type: none"> • Mindset of a Workplace Athlete • Taming your inner critic <p><u>3. Self-leadership workshop</u></p> <p><u>4. Micro-learning topics</u></p> <ul style="list-style-type: none"> • How to deal with challenges • Developing grit 	<p><u>5. Peer Coaching and Action Learning Forum</u></p> <p><u>6. Micro-learning topic:</u></p> <ul style="list-style-type: none"> • Knowing what you are good at & areas to work on <p><u>7. Being your Best Self at Work Workshop</u></p> <ul style="list-style-type: none"> • Includes the debriefing of a Strengths Profile <p><u>8. Micro-learning topics:</u></p> <ul style="list-style-type: none"> • Managing and maximizing energy levels • Reducing cognitive load by putting routine systems in place <p><u>9. Peer Coaching and Action Learning Forum</u></p>	<p><u>10. Micro-learning topic:</u></p> <ul style="list-style-type: none"> • Feedback essentials <p><u>11. What is your Game Plan Workshop</u></p> <p><u>12. Micro-learning topics:</u></p> <ul style="list-style-type: none"> • Goal setting • Managing your time well • Getting the best out of meetings <p><u>13. Peer Coaching and Action Learning Forum</u></p> <p><u>14. Micro-learning topics:</u></p> <ul style="list-style-type: none"> • Working with your manager and getting on with others • Generations in the workplace 	<p><u>15. Work Styles Workshop</u></p> <p><u>16. Difficult Conversations Workshop</u></p> <p><u>17. Micro-learning topics</u></p> <ul style="list-style-type: none"> • Growing your workplace savvy • Development planning <p><u>18. Peer Coaching and Action Learning Forum</u></p> <p><u>19. Face to face event (optional)</u></p> <ul style="list-style-type: none"> • In-person event to grow networks and share key learnings • Q&A panel with programme presenters • Fun team activity (city adventure race) • Celebratory meal to conclude

Frequently asked questions



How will these modules be scheduled? Can I do them in my own time?

To get the best out of the programme, we recommend that participants attend the Live Workshops and Peer Coaching and Action Learning forums on the scheduled day/time. Participants will have the opportunity to connect with other people that may be dealing with similar challenges and get some insights and practical ideas as key takeaways from the session.

The micro-learning topics can certainly be done in your own time.

What is the time commitment per week?

This will range from 30 minutes to 90 minutes per week depending on whether there is a Live Workshop or Peer Coaching and Action Learning Forum scheduled that week, or online learning.

How is this different to other courses? Why has this been created?

The workplace can be daunting and difficult to navigate, especially right now as COVID-19 has impacted wellbeing and performance in the workplace. This programme provides an opportunity for workplace professionals to take some time out to build their learning on the emotional skills, attitudes and routines needed to help them succeed in the workplace.

Tania and Christina from Savvy Up wanted to develop a programme that was engaging and useful, and could also fit around our busy work and home schedules. So this interactive online programme is based on learning by doing in a cohort of peers to create increased connection and accountability. It also features guest appearances from thought leaders and experts in the field of lifetime professional development, giving participants the opportunity to ask questions and learn from their experience.

Will sessions be recorded if I cannot make them? And when might recorded sessions be available for me to view?

The Live Workshops will be recorded and made available within 48 hours. We do encourage people to attend live where possible. The Peer Coaching and Action Learning Forums will not be recorded as they will involve participants sharing current challenges with the wider group.

Who is the main point of contact for the course if I need to get in touch with someone?

Tania Gough on **027 2066458** or tania@savvyup.co.nz

What is the commitment level for completing this course? E.g. do I have to complete all the workshops and online learning?

To get the most out of the programme, we would recommend that you attend all the live events. The micro-learning modules have been designed to share bite-sized engaging topics and these can easily fit around your work schedule. The micro-learning also contains links to additional readings for people who want to know more about a topic, which are totally optional.

This course counts towards any professional development requirements.