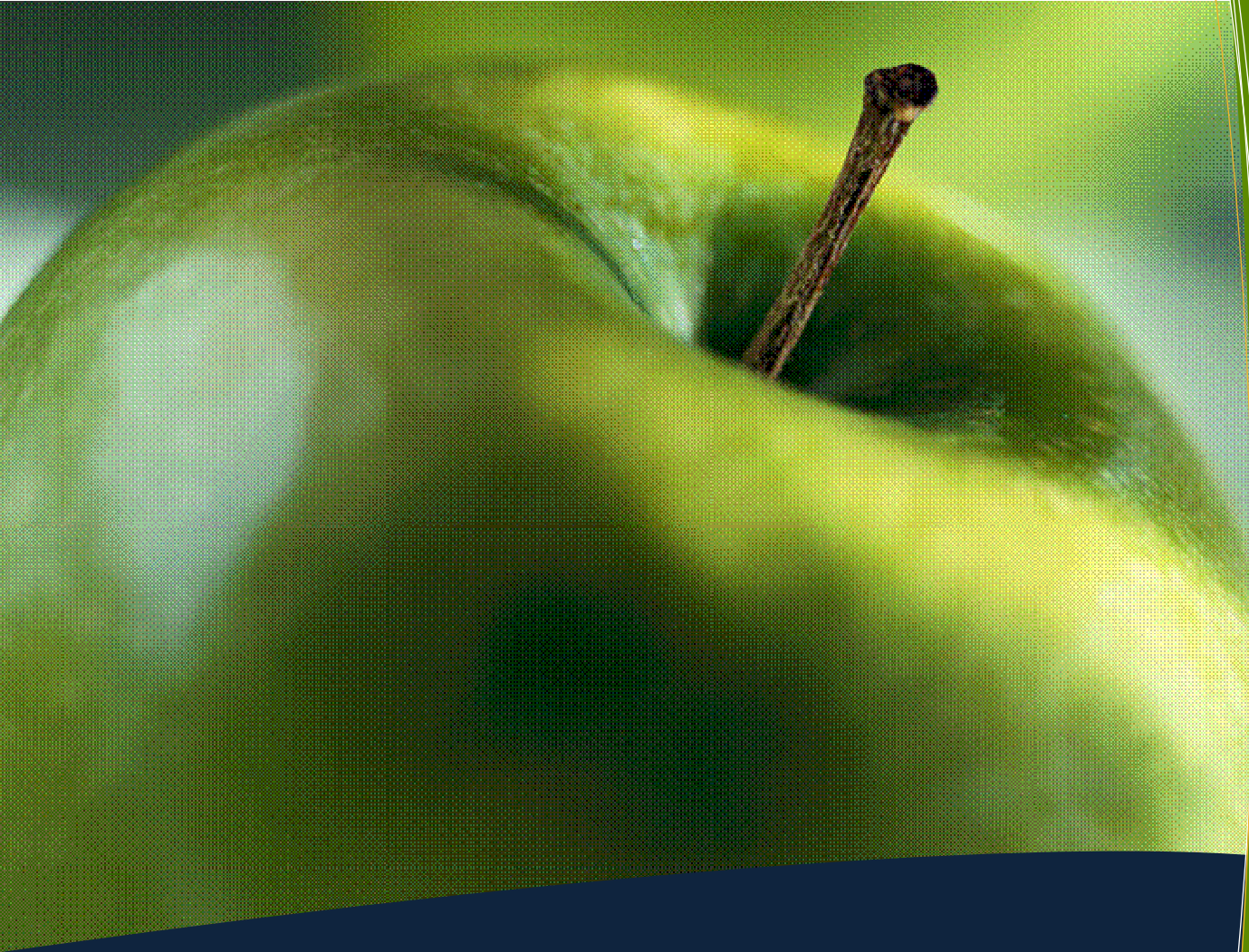


**SkillSnax 2010**



## **SkillSnax are bite-sized learning**

**SkillSnax** are 90-minute bite-sized workshops. They can be delivered face to face, e-learning and m-learning. They are cost effective too and during this time of tightened belts, investment in learning and development will prepare your business for the upturn that will certainly come.

Our research has shown that due to increased workload and demands, people have little time to attend longer training courses. Time out to attend these courses only adds to an already bulging schedule of workload. Therefore, short bite-sized learning Snax, address the need for employee development; and the work gets done too!

## **SkillSnax are flexible**

People with busy schedules can dip in and out of **SkillSnax** in ways that suit their diary, their budget and their learning needs. They can be tailored to run face to face, e-learning or delivered in other medium too. They can also be 'bundled' into a suite of themed workshops. For example, one client bundled a series of **SkillSnax** under the theme of 'Dignity at Work Week' and employees could attend any of the sessions throughout the week. **SkillSnax** are a flexible approach to learning and development. Another client bundled 3 into a day under the heading of 'Wellbeing at Work'. The choice is yours.

## **SkillSnax are ergonomically sound**

Research on the brain has shown that most people can retain up to 90-minutes of information before the brain needs to rest. **SkillSnax** address this physiological need by providing the opportunity to develop practical skills in a shorter time. As a result, employees are more likely to apply the learning immediately, thereby making **SkillSnax** a sound investment.

## **SkillSnax are win-win**

Employers achieve cost effective and productivity friendly learning whilst keeping the employee promise of continuous personal development. Employees win too by attending practical and useful sessions that can easily be applied into their work and life; and they get the day job done too!

Every hungry mind should be fed **SkillSnax** ...



# SkillSnax

Our intention is to create great places to work. That means supporting individuals, teams and organisations to release their potential. Therefore, **SkillSnax** deliver learning and development under our six main topics for future excellence in organisational development and growth:

1. Excellence in Wellbeing & Worklife Balance
2. Excellence in Communication
3. Excellence in Innovation
4. Excellence in Change
5. Excellence in Releasing Potential

Development of your people is the food of future growth and success. Hungry minds need to be fed and during times of uncertainty, this is not a cost but a true investment. Our topics above therefore focus on:

- Developing individuals
- Developing teams
- Developing organisations



## SkillSnax Topic Areas

The table below provides a flavour of the types of topics covered under each of the headings above. This list of programmes is not exhaustive, and of course bespoke workshops can be developed to suit your needs.

### Wellbeing & Worklife Balance

Individual	Team	Organisation
Fit for work	Managing workload	Managing attendance
Get a Worklife Balance!	Creating flexibility	Creating a culture of wellbeing
Understanding your own worklife balance	Managing worklife balance	Creating Flexibility
Time Gentlemen Please! Worklife balance for men	Creating a faith friendly workplace	Creating a corporate social, community and team wellbeing
Stop Juggling & Start Balancing! Worklife Balance for Women	Measuring worklife balance	Creating a faith friendly workplace
Dancing Round the Handbags® for women	Dancing Round the Handbags® for women	Measuring worklife balance & wellbeing
Dealing with pressure	Garbage In - Nutrition for Optimum Performance	Stress & Pressure Audits
Garbage In - Nutrition for Optimum Performance	S-T-R-E-T-C-H - Fit for Work	
S-T-R-E-T-C-H - Fit for Work	Building resilience under pressure	
Building resilience under pressure	The bodyclock - when is the best time to do email, have meetings and rest?	
Meditation techniques for optimum performance		
The bodyclock - when is the best time to do email, have meetings and rest?		
De-Clutter your Work and Life		

### Communication

Individual	Team	Organisation
My Communication Style	Understanding Team Communication Stages	Leadership Communication
Understanding The Words, Music & Dance of Communication	Influencing Styles	Delivering organisational Communication
NLP - Neuro Linguistic Programming	Influencing and communicating during change	Understanding the people and business aspects of effective communication
	Understanding The Words, Music	



Individual	Team	Organisation
Dealing with Conflict	& Dance of Communication	
Self to Self Communication	Dealing with Conflict	
Self to Others Communication	Delivering Team Brief	
Others to Self Communication	EI, EI, OH! Mastering Your Emotional Intelligence for better relationships	
Communicating with Style! Presenting & Public Speaking	Coaching Skills - coaching self and others	
Judgement, influence and decisions	Influencing, prioritising, decision making, conflict and lots of other communication topics!	
Who do you think you are Talking to? Dealing with conflict	Getting Buy in from your team	
Listen to Me!	Listen to Me!	

## Innovation & Direction

Individual	Team	Organisation
Creating Your Own Future History (Goal Setting that Works!)	Creating a culture of innovation	Innovation and culture
Personal goal setting and visioning	Creative thinking	The Innovation platform
Creativity at work	Processes for innovation	Building a compelling vision
Creative Writing	Defining a vision	Creating an Innovation Culture
Making your ideas work	Letting your ideas grow	

## Change

Individual	Team	Organisation
Personal change - The Enemy Within - understanding self & self-limiting beliefs	Developing opportunities for change	Developing a strategy for change
Understanding the emotion of change	Preparing for change	Understanding the people and business aspects of effective change
Taking risks	Understanding personality in change	Communication during change
Understanding and managing the politics and pressures of change	Developing change agents, facilitators and reviewers!	Managing dysfunctional behaviour during change
	Stakeholder, supply chain and	



Individual	Team	Organisation
<p>My role and its fit in the organisation</p> <p>Driving out waste from my processes</p> <p>What Shall I do First? - Managing priorities &amp; workload</p> <p>The Thief of Time</p> <p>Email Netiquette</p>	<p>more!</p> <p>Who are our competition, and how do we add value?</p> <p>Understanding the Human aspects of risk and helping the team to take some!</p>	<p>Creating a compelling focus</p> <p>Key process management and alignment</p> <p>Driving out waste</p>

## Releasing Potential

Individual	Team	Organisation
<p>Building my talents and strengths</p> <p>CHOICES – where am I going in my career and life?</p> <p>Goal Setting that works!</p> <p>The Power of the Mind</p> <p>Mind-mapping for the Genius in You!</p> <p>Image &amp; Self Projection</p>	<p>Building team dynamics</p> <p>Building team emotional intelligence</p> <p>Team effectiveness and efficiency</p> <p>Goal Setting that works!</p> <p>The Power of the Mind</p> <p>Mind-mapping for the Genius in You!</p> <p>Understanding my Team for Managers</p>	<p>Total Business alignment</p> <p>Developing customer-centric teams</p> <p>Releasing strengths and potential</p> <p>Motivation &amp; Engagement</p>



## Choosing your SkillSnax

SkillSnax are completely flexible. Each SkillSnax lasts for a maximum of 90 minutes and can be delivered face to face, e-learning, (some) under license or m-learning (coming in 2009). You could buy just one and run it at lunchtime, or once a week, or every day for a year! You could buy a suite of SkillSnax and bundle them into a one or two-day workshop, a week of workshops or a series of lunchtime development sessions. The choice is yours!

### Face to Face SkillSnax

SkillSnax are delivered by our qualified coaches, and can be delivered in any of the following ways:

- face to face in a seminar (one to many)
- face to face in a traditional workshop or classroom setting
- Facilitated as part of an action learning set
- as modules in one to one coaching, or
- as part of a 'train the trainer' license to your own internal training staff.

A maximum of 4 can be delivered by each coach in a day and the day can be flexible to suit your peak times and shift patterns too. Each face to face SkillSnax is usually 90 minutes long but can be extended to 2 hours, or reduced to 60 minutes.

### e-Snax

Any of our SkillSnax can be converted into e-Snax and delivered to you in one of four ways:

1. Traditional e-learning medium, e.g. DVD with handouts and delegate materials. These e-Snax are sold under license to you either under a single user license or multi-user within the same organisation and renewable annually.
2. Hosted on our website, where delegates, using a unique password and log-on, can access the training that they wish to attend. This can be set up as a license agreement or as pay-as-you-go.
3. Hosted on your website under license for people to access as required. This could be as part of another system and dual branded as appropriate.
4. Developed and sold as a bespoke SkillSnax for you which you own the content of and it is branded with your organisation's logo and training theme.

### m-Snax

M-Learning, or mobile learning will be introduced to our SkillSnax options for 2009. They are shorter Snax or nibbles of learning that can be downloaded to an MP3 player or even your mobile phone. M-Snax are fully flexible and can be listened to or watched in a multitude of scenarios; commuting to work on the train, during a lunch break or working out in the gym. Most m-learning topics are shorter nibbles of 15, 30 or 45 minutes. All of them provide the learner with pragmatic and practical skills that can be implemented straight away.

All of our m-snax will be hosted on our website and can be downloaded to an



MP3/phone device for single view. M-Snax can be linked to e-snax and face to face SkillSnax so that all downloads are aligned to your overall learning theme and license.

## Cost of SkillSnax Delivery

### Face to Face - per consultant

	1 SkillSnax	2 SkillSnax	3 SkillSnax	4 SkillSnax
1 per day	£1000			
2 per day	£2000	£2000		
3 per day	£2000	£2000	£2000	
4 per day	£2000	£2000		£2000

Includes all handouts and materials (up to 15 people)

### Webinars

Single SkillSnax (90 minute) £500 (no maximum attendee number)

Multiple SkillSnax delivered on same day (by same Trainer) 1/2 day (2 SkillSnax) £1K; 1 day (4 SkillSnax) £2K

These webinars are delivered for single use and may not be recorded. Each is delivered from our premises with link to your system, or from your premises.

### e-SkillSnax

These are delivered as DVD or online and are:

90 minute SkillSnax, 60 minute SkillSnax or 30 minute Nibbles.

Prices are based on client needs and multiple copies of bundled SkillSnax are discounted and sold under license for multiple viewing.

### mSkillSnax

m-SkillSnax (please note that m-SkillSnax are one way delivery and do not allow for any facilitator interaction)

These can be customised in order to meet client requirements and can be delivered as 5 or 15 minute nibbles of learning which can be downloaded onto a Smart Phone or MP3 device.



These would be delivered under license and made available on a client intranet. These are individually priced and based on employee numbers.

