WORKPLACE INNOVATION & OPERATIONAL DELIVERY

Bundle of Two

Empower Teams to Thrive Through Change

Create workplaces where people thrive and lead change that sticks—combining smart design with smooth, confident transitions.

Workplace Experience

Enhance daily performance and culture with core workplace skills.

+

Change Management

Equip teams to plan, communicate, and land workplace change with confidence.

SKILLINGS EDUCATION
SKILL UP YOUR WORKPLACE

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EMPOWER TEAMS TO THRIVE THROUGH CHANGE

Create workplaces where people thrive and lead change that sticks—combining smart design with smooth, confident transitions.

IDEAL FOR:

- Workplace strategists & consultants – shaping better workplaces
- Project leads & change managers – delivering smooth transitions
- Property & facilities professionals – linking planning to delivery
- Transformation teams – embedding new ways of working
- Bid & proposal leaders – showcasing design and change expertise

SKILLS YOU WILL MASTER:

- Master leading change initiatives that boost team engagement and productivity
- Develop skills to create workplaces that foster wellbeing and innovation
- Learn to deliver seamless transitions that minimise disruption and accelerate adoption
- Build expertise in using integrated strategies aligning workplace design with organisational goals
- Gain the ability to enhance bids with combined workplace and change management expertise

WHAT'S INSIDE THE TOOLKIT:

- Communication and stakeholder engagement frameworks
- Employee and vendor relationship guides
- Workplace culture and experience checklists
- Change readiness assessments and impact analysis tools
- Risk and stakeholder mapping templates
- Change implementation and adoption checklists
- Transition planning and risk mitigation frameworks
- Practical case studies on workplace experience and change

WHEN TO CHOOSE THIS COLLECTION:

- You are leading a workplace relocation, redesign, or hybrid working transition
- You need to align teams and stakeholders around new ways of working
- You're responsible for briefing internal teams or executives on workplace change
- You want to support employees through evolving workplace expectations
- You're developing a workplace experience strategy tied to successful change outcomes

COURSE LIST

WORKPLACE
EXPERIENCE

Elevate everyday performance and culture through core workplace skills.

SHORT COURSES
(20-40 min micro-modules • From AUD $9.99 ea • Self-paced)

Not sure whether Workplace or Customer Experience is right for your team?
Use **Workplace Experience** to enhance internal collaboration.
Use **Customer Experience** to support external clients.

Personal Effectiveness & Growth

- Improving Performance – Seeing Change as an Opportunity to Improve Performance
- Making Judgements – Critical Thinking in All Areas of Your Role
- Making the Most of Feedback
- Managing and Analysing Performance – Seeing Change as an Opportunity for Growth
- Managing Stress – Keeping Focused in High Pressure Situations
- Monitor Own Performance – Understanding How Your Performance Impacts and Influences Others
- Optimising Feedback
- Organising Your Thoughts – Coping in Changeable Environments
- Understanding Problems and Change – Contributing Positively to the Change Process

Teamwork & Leadership

- Delegation – Coaching Employees to Succeed in Their Roles
- Developing Your Team – Creating and Maintaining a High Performing Team
- Team Lead Session Guide – Developing a Team Purpose
- Working as a Team Player – Contributing to the Team

Technology & Vendor Management

- Anticipating and Mitigating Issues – Vendor Management
- Assisting Technology for Communication in the Workplace
- Logistics Management – Monitoring Vendors and Suppliers
- Quality Assurance – Managing Quality of Service from Vendors and Suppliers
- Quality Control – Detecting Variations in Supply or Service

Workplace Knowledge & Foundations

- Common Office Models
- History of Office Environments
- Planning Your Resources
- Preparing Workplace Documents
- Understanding Changes – Change Factors in Knowledge Management
- Understanding Workplace Policy and Procedures

Workplace Operations, Safety & Facilities

- Access Coordination & Security
- Cooperation in the Workplace – Preventive & Predictive Maintenance
- High Level Building Code Safety
- Key Office Safety Controls
- Space Activation of the Community Building
- Space Management – Workplace Management in the FM Industry

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CHANGE
MANAGEMENT

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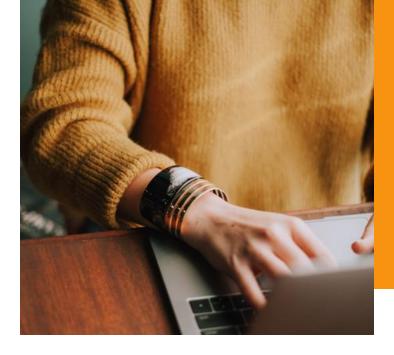
Change Project Foundations

- Administration Tasks – Get Access, Get Clearances, and Get Help to Get Started
- Change Leadership – Learn About the Characteristics of a Change Leader
- Change Managers Scope of Service – What's in Your Role?
- Project Set Up Announcements – What are the Key Announcements and Who Makes Them?
- Research – Find Out How the Decisions Were Made
- What You Need to Know Before Starting a Change Project
- Workplace Change Program – Evaluate the Role

Change Strategy & Stakeholder Planning

- Building a Change and Communication Strategy
- Business Unit Requirements Gathering – Get to Know What's Going on in the Business
- Change and Communication Strategy Attributes – Your Key Success Factor Document
- Communication Engagement Plan – How Will You Deliver Messages to the Business?
- Effective Stakeholder Collaboration in Accommodation Projects
- Exploring Staff Needs: The Origins of "In Focus" Topics
- Stakeholder Requirements Gathering and the Communications Plan

Communication Tools & Information Packs

- Boost Team Collaboration with Workplace Communication Tools
- Creating Effective Information Packs for Workplace Projects

Operational Considerations in Change

- Car Parking Arrangements – The Change Managers Involvement and What You Need to Know
- Child Care – Challenges and Changes for Your Employees

Prototyping & Space Readiness

- Meeting Spaces – What are the Work Point Functionalities for All Meeting Spaces in the New Office?
- Prototype Space – Pilot Space
- Prototype Space: Setting Up Your Work Lab
- Readiness Activities – Preparing for the Relocation
- Refining Spaces: A Strategic Approach to Prototype Evaluation
- Select a Prototype Style for Your Project – The Involvement of the Project Team

Technology Change Management

- IT Discovery – Capturing Current and Future Requirements
- IT Testing & Feedback – Feedback on the Initiatives
- New Technology Rollouts – And User Guides
- Skype for Business – What Staff Need to Know
- Technology Early Adopters – Getting Your Teams on Board
- Technology Testing for High End Users
- The Physical Move – Your IT Work Streams Role

Workshops, Feedback & Lessons Learned

- Internal Factors for Lessons Learned – Researching How Things Went in Previous Projects
- Lessons Learned Workshops – Capturing Feedback
- Leveraging Lessons Learned for Project Success
- Project Meeting Agendas

HOW TO SIGN UP

One Price. Immediate Results.

Choose the access plan that fits your learning goals—whether you're upskilling on your own, leading a team, or driving organisation-wide capability.

STEP 1. VISIT THE BUNDLE PURCHASE PAGE

Scan the QR code or click the link to open the Shopify checkout page for this bundle.

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Change Management
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STEP 2. CHOOSE YOUR ACCESS PLAN & DURATION

Bundles

$169.00 AUD

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DIDN'T SEE WHAT YOU NEED? CONTACT US AT INFO@SKILLINGSEDUCATION.COM.AU

Choose Your Bundle

[BUNDLE OF TWO] 1. Workplace In ∨

Access Plan

Individual Plan (1 seat) ∨

Access Duration

Monthly Access ∨

We offer flexible options to suit individuals, teams, and organisations:

Access Plan:
1. Individual Plan – 1 seat with full access, ideal for professionals looking to upskill on their own.
2. Team Access – 5 seats, perfect for small teams or departments.
3. Corporate Access – 10+ seats, designed for larger teams needing organisation-wide capability building.

Access Duration:
1. Monthly Access – For fast, targeted upskilling with low commitment.
2. Quarterly Access – For deeper learning and steady development.
3. Annual Access – For long-term capability building and best value.

Note: If you can't find the plan you need, please call us at 1300 231 176 or email info@skillingseducation.com.au — we're here to help.

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