

# **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.





**Workplace Innovation & Operational Delivery** Name:

**Bundle of Two** Format:

### **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





# **COURSE LIST** CHANGE **MANAGEMENT**

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

### SHORT COURSES

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

### **Change Project Foundations**

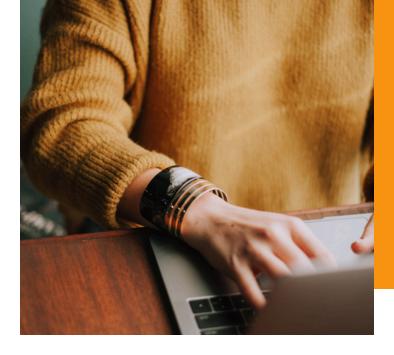
- Administration Tasks Get Access, Get Clearances, and Get Help to Get Started
- Change Leadership Learn About the Characteristics of a Change Leader
- Change Managers Scope of Service What's in Your
- Project Set Up Announcements What are the Key Announcements and Who Makes Them?
- Research Find Out How the Decisions Were Made
- What You Need to Know Before Starting a Change
- 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
- Microsoft Teams for Business What Staff Need to Know/
- Technology Early Adopters Getting Your Teams on
- 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









### 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.

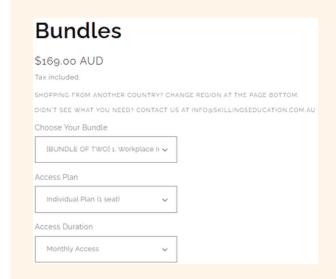
### STEP 1. VISIT THE BUNDLE PURCHASE PAGE



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



### STEP 2. CHOOSE YOUR ACCESS PLAN & DURATION



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 <u>info@skillingseducation.com.au</u> — we're here to help.



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