


GOING FORWARD TOGETHER

– Reconnecting at the
Workplace Series



In March of 2020, the world experienced a sudden and massive pandemic lockdown. Millions of businesses switched to a virtual work environment, except for the “essential” workers. Now that the vaccine is taking hold in many locations and the number of new cases is dropping, it is time to think about pivoting back to the workplace. As restrictions lift and more people make the transition back to the workplace, it is inevitable that the excitement of entering back into the working world will be tempered by feelings of apprehension about how it will feel working in the new normal. Taking

time to adapt and adjust again, is an important part of coping with change. It is crucial that every employee feels equipped with the knowledge to navigate the challenges of their individual situation.

In recognition of these diverse challenges, Workplace Options has designed a series: **Going Forward Together – Reconnecting at the Workplace**, which is a sequence of learning events to help your people develop the strategies that address the broad range of nuances that represent the reactions and realities of that pivot.



Frequently Asked Questions

Q. What does the series consist of?

The series consists of three modules that are uniquely focused on the individual, the team and the manager. Each audience has a different perspective and priorities as they pivot back to the workplace:

a. Module One | A Personal Roadmap to Resilience

Designed as an **on-demand e-Learning course**, this module addresses the challenges for the coming months and can be circulated instantly across an entire workforce. Based on the latest research and designed by Subject Matter Expert professionals with combined counseling and management experience. Upon completion of this course staff will have the knowledge and insight to adapt to the post-Covid workplace. The e-Learning module can be sent to all employees, access is easy and they can plan the training to fit within their personal schedule. The four objectives of the module, listed below, provide a personal roadmap to sustaining resilience during this time of transition and uncertainty.

1. Increased self-awareness of personal wellbeing.
2. Discovering how to adjust to detours and diversions in a dynamic environment.
3. Learning the STOP-PAUSE-GO method of coping.
4. Sustaining a positive and optimistic perspective in the face of the unexpected.

By taking this e-Learning module, each employee will receive baseline assessment of their current resilience and a roadmap for continued growth.

b. Module Two | Reunited: Learning and Growing from Our Unique Experiences

Each one of us experienced the pandemic in a unique way. This lived experience is now shaping our attitudes, beliefs, and perspectives on the pandemic and its aftermath. This session will raise awareness on the different experiences and resulting anxieties within the team. Team members will learn to respectfully manage different perspectives around health and safety protocols. The discussion and exercise in this session will help rebuild the trust and collaboration in the team and mitigate the risk of some unforeseen hurdles. As we gear up to reunite, it is important to focus on building solid working relationships and collaborations based on a shared positive outlook.

Designed as a virtual 90-minute, highly interactive session. This module is optimal for a group size of 20-25.

c. Module Three | Pivoting Back to the Workplace: Strategies for Managing Hybrid Work Teams

As teams pivot back into physical workspaces in a distributed way, all managers will necessarily be managing hybrid teams going forward. In this hybrid environment, managers need to be more intentional than ever about connecting with

Frequently Asked Questions (Continued)

individual team members. They need to allow each team member to optimize their contribution while maintaining a healthy work-life balance. The course is designed to help people managers build a healthy team culture and ensure the team's resilience is sustained. Managers will receive practical strategies and best practices to guide managers through this transition.

Designed as a virtual 60-minute session, this session works best with a large group of managers – maximum group size of 50.

Q. How long will the e-Learning module take?

Usually between 45 minutes to an hour.

Q. What device can be used to access the e-Learning module?

The course is fully responsive and mobile optimized. Just make sure you have enabled cookies, unblocked pop-ups and turned off the prevention of cross-site tracking (a new feature on iOS devices).

Q. Who is the e-Learning module suitable for?

Anyone and everyone. Employees have completed course from a wide range of industry sectors, including military and government, retail and manufacturing.

Q. Where does the information get stored?

All details completed as part of the e-Learning module is encrypted and not stored or retained.

Q. Do staff need to set up a profile for the e-Learning module?

No registration is needed! Simply distribute the course circulation link using our promotional invitation. This can include different language options.

Q. Will staff receive a certificate of completion at the end of the e-Learning module?

Yes! At the end of the course, you can access a survey link and will receive your certificate after completion of your feedback.

Q. Can the e-Learning module be localized?

Yes. We will add in resource-specific information based on your business and any localization requirements.

Q. Does the e-Learning module provide an aggregate report to the employer or just the employee?

Just the employee.

Q. Does the e-Learning module help an organization to apply the results to Modules Two and Three?

The series builds on the unique aspects of the "return", and Module One focuses on the individual. Module One is designed so that the individual can assess their current status and anticipate the knowledge and insight to adapt to the post-COVID workplace. Module One is a personal assessment of their current status. Module Two focuses on the lived experience of team members and how they can come together and work as a team once again. Module Three is for Managers and focuses on how they can lead teams who have experienced the pandemic in very different ways leading to a diversity of priorities, perspectives, and attitudes along with working different schedules and perhaps from different locations.

Q. Can the modules be purchased separately?

Yes, these learning events can be purchased individually or as a series.

Frequently Asked Questions (Continued)

Q. If Module One is purchased, how long does an organization have to take the module?

Module One is designed with the assumption that it will be delivered in preparation for the pivot back to the workplace. This module should be taken relatively soon depending on an organization's plans, yet there is no strict timeline.

Q. Who is this series suitable for?

This will be suitable for organizations who want to prepare employees to adapt and adjust to returning to an altered workplace.

Q. Who will be delivering the modules?

The *Going Forward Together* modules will be delivered by expert trainers who have a minimum of five years of management experience and training/instruction experience. Prior to delivering the modules, the trainer is introduced to the organization to ensure a good fit.

Q. Will the series be customized for my organization?

Yes, Modules Two and Three can be customized. Workplace Option's Global Learning Team will facilitate an Organization Impact Consultation. The one-hour consultation is designed to understand the work environment, the experience of the pandemic and management challenges. As a result of the consultation, WPO includes organizational specific content that ensures that the training is relevant to the audiences. WPO ensures that the training materials relate to experiences and challenges faced by employees and managers.

Q. Does WPO have any preference whether WPO's platforms or client's platforms are used?

There is no preference for any one platform. We are happy to use a client's platform if needed.

Q. Can the e-Learning module be delivered in multiple languages?

The series is available in US English, Global English, Canadian French, European French, Latin American Spanish, Dutch, German, Portuguese, and Simplified Chinese. Any additional languages requested will require a custom quote.

Modules Two and Three can be delivered in any language.

Q. What is the turnaround time to deliver the series?

After the consultation, four weeks are required to fulfill the request. The lead time required ensures time for promoting the event, booking the trainer, modifying content, localization, and translation.

Q. Can the series be delivered on-site?

Yes, however this will depend on COVID-19 restrictions in each country for on-site events.

Q. How many languages is the series offered in?

This series will be offered in all languages.

For pricing and more information regarding the *Going Forward Together – Reconnecting at the Workplace* series, contact services@workplaceoptions.com or your Workplace Options Sales/Account Manager for details.