SmartSkills

Building a stronger,
more connected
workplace.

SmartSkills

Hi

By building a stronger, more connected workplace you are empowering your people to thrive. Smartskills assists you in fostering a positive culture while boosting productivity and communication across your whole organisation.

You'll see tangible benefits in team dynamics, as Smartskills focuses on key areas like leadership, managing self, managing others, diversity and inclusion, and wellbeing. The bite-sized microlearning tools are engaging and packed with practical takeaways that your team can use right away. These aren't just individual lessons; they are tools that are brought to life through team-building activities, designed to deepen learning, spark meaningful conversations and help teams apply human skills together.

These interactive team building tools go beyond mere box-ticking; they are about creating real discussions, where people can build trust, share insights and begin to shift everyday habits collectively. This reinforcement of key behaviors embeds learning directly into your workplace culture and supports ongoing development.

Ultimately, Smartskills helps your organisation track what's working, celebrate successes and make improvements that last.

Let's see what's involved

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A structured programme that includes

Smartskills Onboarding Welcome Pack

To ensure a smooth and effective launch of the Smartskills program.

- Components: Program materials, welcome message from an executive sponsor, program overview (goals, timeline, expectations), FAQ document, Smartskills Journey Map, and support contact information.

Human Skills Matrix

To provide a clear and practical framework for understanding, developing, and tracking essential human skills.

- Components: Essential skill categories (e.g., leadership, managing self, managing others), proficiency levels (Foundational to Expert) with observable behaviors, and real-world application examples. This matrix can be aligned with existing capability frameworks.
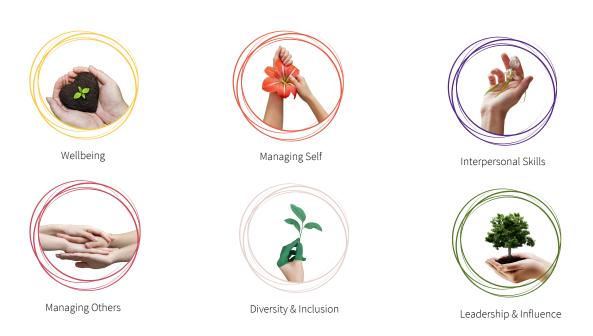
Kickstart

To equip team leaders and managers with ready-to-go tools for launching Smartskills with energy, clarity, and commitment.

- Components: Step-by-step facilitation plan for kickoff sessions, customisable presentation materials, interactive activities, discussion prompts, a rollout timeline, and clear roles and expectations for all participants.

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Skillpod Microlearning Collections

To provide short, engaging, and practical learning modules focused on core human skills.

- Components: Themed collection topics covering managing self, managing others, interpersonal skills, diversity and inclusion, leadership, and wellbeing. The modules are bite-sized and offer practical takeaways. Customisation options are available to align with organisational culture, industry, and internal frameworks.

Wellbeing

Managing Self

Interpersonal Skills

Managing Others

Diversity & Inclusion

Leadership & Influence

Team-Building Activities

To deepen learning from microlearning, spark meaningful conversations and help teams apply human skills collaboratively.

- Components: Step-by-step facilitation guides, flexible formats for various session lengths, low-prep materials, and options for in-person or virtual teams. Activities include scenario-based discussions, quick reflections, interactive exercises, and "try it out" challenges.

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Reflection & Assessment (optional)

To provide learners with opportunities to reflect on their progress, recognise growth, and document their development through either of these two pathways.

- Attestations: A structured way to verify human skill growth based on the Human Skills Matrix, including self-reflection, optional peer/manager input, and criteria for different attestation levels. Digital badges or credentials can be awarded.
- Evidence Portfolio: A personal, practical record of skill development, featuring templates for recording examples, reflection prompts, optional verification, and a shareable format.

Evaluation & Outcomes

To provide tools for measuring the program's impact and supporting continuous improvement.

- Components: A DIY Evaluation Toolkit (forms, survey templates, discussion prompts), methods for measuring outcomes against goals, and tools for collecting both quantitative and qualitative data (confidence shifts, behavior changes, participant feedback, team engagement). Customisable reporting templates are also provided.

Skillpod Mentoring Support (optional)

Purpose: To provide expert guidance throughout the Smartskills journey, ensuring smooth implementation, meaningful engagement, and lasting impact.

- Benefits: Dedicated mentoring relationships, personalised guidance, real-time problem solving, confidence building for your team, and strategic thinking partnership to align human skills development with broader organisational goals.

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What is required from you?

Roles and responsibilities

Clear roles and expectations are essential for the programme to run smoothly from day one. Here's what's required from your team:

- Executive Sponsor: Provides a welcome message explaining why this programme matters and how it supports people and business. Offers strategic thinking partnership on how human skills development fits with broader organisational goals.

- HR / L&D / Admin Team: Overall programme management, customisation liaison, resource provision, evaluation coordination.

- Managers & Team Leaders: Lead the Kickstart sessions, facilitate team-building activities, support participant engagement, and provide optional verification for attestations/portfolios.

- Participants (Team Members): Actively engage with microlearning collections, participate in team-building activities, and apply learned skills in their daily work.

- Smartskills Mentoring Support (Optional): Provides dedicated support throughout the journey, offering personalised guidance, real-time problem-solving, and confidence-building for key people in the organisation.

Skillpod

Who we are...

Here at Skillpod we believe that everyone has the potential to be great at their job, and our mission is to unlock that potential. Whether it's through interactive workshops, engaging online courses, or personalised coaching, our goal is to make learning enjoyable and effective.

Our team is passionate about what we do, and we are here to bring learning and development into your flow of work so you can build a progressive business culture while giving your people the opportunity to grow their core competencies.

But we don't stop there. With our team of Guru's we have all the topics covered so you can continue your learning journey with the tools you need to turn knowledge into the behaviours you are looking for in your real world.

It will be exciting to partner with you and help your team thrive.

For growing **You**

For **Leaders** to grow **teams**

For growing your **Business**

Our story

Skillpod is an award winning NZ-owned online learning and development company that specialises in creating and delivering quality learning opportunities for businesses and their people.

We do this by partnering with content experts and creating online and blended learning environments.

Skillpod is owned and operated by Smartwork Creative.

CONTACT US

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