



Health Safety & Compliance



Diversity & Inclusion



Wellbeing



Leadership & Influence



Managing Others



Managing Self



Interpersonal Skills



Effective Hybrid Working



Microlearn Collections

The right learning, for the right person
at the right time & for the right reason

Why Skillpod



At Skillpod, our mission is simple: to provide busy people with practical, bite-sized learning experiences that make a lasting impact.

We believe that learning doesn't need to be time-consuming or overwhelming.

Instead, we focus on creating accessible, on-the-go learning modules that allow people to learn at their own pace, anytime and anywhere.



Using skillpod's at your place

Skillpod's are versatile and can be used in a variety of ways to support your organisation's learning and transformation.



Help individuals to take control of their own learning and development with bite-sized, impactful content.

- **Self-Paced Learning:** Employees can access modules anytime, anywhere, fitting learning into their schedules without disrupting work.
- **Focused Topics:** Each module targets specific skills or knowledge areas, allowing individuals to address their unique development needs.
- **Practical Application:** Insights that are designed to be immediately applicable in the workplace, helping employees see quick results.
- **Tracking Progress:** Learners can track their growth and revisit modules for reinforcement, creating a personalised learning journey.



Strengthen team dynamics and improve collective performance.

- **Team Learning Sessions:** Teams can work through modules together as part of meetings, workshops, or upskilling initiatives, fostering a culture of shared growth.
- **Aligned Development:** Teams can use Skillpod microlearns to focus on specific areas like communication, problem-solving, or conflict resolution, ensuring alignment with team objectives.
- **Interactive Exercises:** Built-in activities, quizzes, and practical exercises provide teams with opportunities to learn in real-time.
- **Boosted Morale:** Shared learning experiences help build stronger relationships and trust among team members.



Scalable solution that supports organisation-wide learning and development initiatives.

- **Customisable Rollouts:** Organisations can tailor microlearning paths to align with strategic goals, company values, or industry requirements.
- **Accessible for All:** Microlearns are designed to be inclusive, ensuring they can be accessed by employees at all levels.
- **Cost-Effective Learning:** Unlike traditional training programs, microlearning is more affordable, less time-consuming, and easier to implement without disrupting operations.
- **Culture of Continuous Learning:** By integrating microlearns into existing workflows or as part of an ongoing development strategy, organisations can foster a culture that values growth and adaptability.



Health, safety & compliance



Skillpod Topics – Check the box to pick the right mix for you

Course	Overview
Our anti-bullying workplace	In this microlearning, you'll learn how to identify signs of bullying, recognise different bullying behaviors, and use effective strategies to respond to bullying situations. By equipping yourself with this knowledge, you'll be better prepared to contribute to a positive workplace environment.
Navigating workplace politics	With this microlearn you'll gain an understanding of how to navigate office politics to your advantage. You'll learn to read the room and assess the dynamics at play in your workplace, enabling you to interact more effectively with colleagues. Additionally, you'll master the art of influence, equipping you with respectful strategies that drive positive results and foster collaboration.
Keeping safe in an emergency	Emergencies happen, but with the right prep, your team can stay safe and ready for anything. This Emergency Preparedness microlearn has everything your employees need in one place to help them plan, act, and protect themselves and their families during a crisis. Plus, it's a great addition to any induction programme!
Introduction to the privacy act	Our Introduction to Privacy microlearn makes learning the basics a breeze. It's a quick, all-in-one guide for you and your team that covers everything you need to know about handling personal info. In just 15 minutes, you'll get the lowdown on what the NZ Privacy Act is all about, your legal responsibilities (don't worry, we make it easy!), key terms you need to know and the essential principles of privacy
NZ privacy act 13 IPPs	The NZ Privacy Act 2020 has some pretty important rules for handling personal information, and at the heart of it are the 13 Information Privacy Principles. These principles lay down the law on how businesses can collect, store, use, and share data. It's all about keeping things transparent, building trust with customers, and, of course, staying compliant. Our 13 Information Privacy Principles online microlearn is the perfect way to help your team get familiar with these rules.
Actions to protect your business	This Actions to Protect Your Business microlearn is here to help you and your team get comfortable with the ins and outs of privacy breaches and mandatory data breach reporting. This easy-to-follow course is designed to complement our Introduction to the NZ Privacy Act microlearn, giving you and your people the full picture on how to handle private information.
Introduction to risk assessment	This



Diversity & inclusion

Course	Overview
Unconscious Bias	<p>Introducing Skillpod's unconscious bias series of 5 microlearning modules. Designed for everyone in your business, from the newbie to the CEO.</p> <p>Module 1 - Introduction to Unconscious Bias Module 2 - The Brain and Unconscious Bias Module 3 - Stereotypes and Unconscious Bias Module 4 - Strategies to Address Unconscious Bias Module 5 - Frameworks to Minimise Unconscious Bias</p> <p>With this series, you'll be equipped to foster fairness and equality everywhere you go. And for your business? Get ready for a boost of innovation, teamwork, and productivity!</p>
Aligning culture and expectations	<p>This team culture microlearn breaks it all down, introducing the three elements of culture: artefacts, values, and assumptions. You'll reflect on your organisation's culture, identify key behaviours and mindsets within your team, and set some solid actions to keep everyone on the same page.</p> <p>Build the culture and empower the team!</p>
Building positive relationships	<p>Unlock the power of connection with this microlearn designed to help you foster strong, healthy relationships in the workplace. You'll explore essential elements like trust, mutual respect, mindfulness, and diversity—key ingredients for a thriving team environment. Discover practical strategies to enhance communication, create a sense of belonging, and support a positive workplace culture. With interactive activities and real-world examples, you'll gain the skills to build lasting connections with your colleagues.</p>
Risk Management 101	<p>This 101 microlearn breaks down the essential five-step approach to risk management, providing practical, actionable strategies. By the end of this module, you'll have the skills to spot risks, make smart choices, and contribute to a workplace where safety and success go hand in hand. Safety isn't just about avoiding accidents—it's about building an environment where everyone can work confidently and effectively.</p>



Wellbeing

Course	Overview
Assessing your resilience	This microlearn busts common myths about bouncing back and reveals the fascinating effects of resilience on your brain. You'll discover how to assess your current resilience levels and learn key skills to build your mental toughness. Dive into the science of resilience and emerge with practical strategies to fortify your mind and elevate your performance.
Growing your resilience	Get ready for a deep dive into the three pillars of resilience: practice, prevention, and care. This microlearn breaks down the science of resilience into actionable strategies that will transform how you handle life's challenges. Discover how practice builds your resilience muscle, allowing you to face adversity with confidence. Learn preventive techniques that fortify your mind against stress before it hits. And explore the often-overlooked aspect of self-care in maintaining long-term resilience.
Workstation setup	<ul style="list-style-type: none">U



Leadership & Influence



Skillpod Topics – Check the box to pick the right mix for you

Course	Overview
Understanding Leadership Styles	This microlearn will introduce you to various leadership styles and help you understand the different work styles of people in your team. You'll have a chance to think about your own leadership style and come up with ways to improve how your team works together. Understand leadership styles and inspire your team to excel!
Communication skills for leaders	communication isn't just for leaders—it's for everyone. By improving how you communicate, you can inspire trust, increase engagement, and make a real impact. In this interactive microlearn, you'll learn key communication skills, identify areas to work on and build a personal action plan to become an even better communicator!
Building your team	Transform your team with this microlearn which explores Tuckman's five stages of team development: Forming, Storming, Norming, Performing, and Adjourning. We'll look at how teams typically progress through these phases, from initial introductions to peak performance and eventual project completion.
Aligning culture and expectations	This team culture microlearn breaks it all down, introducing the three elements of culture: artefacts, values, and assumptions. You'll reflect on your organisation's culture, identify key behaviours and mindsets within your team, and set some solid actions to keep everyone on the same page. Build the culture and empower the team!
Influencing others	This microlearn will help you learn how to influence by helping you to recognise the techniques you are already familiar with and identify techniques that will help you. You'll learn about the ways people try to resist influence, and what you can do to positively overcome this. You will have the opportunity to identify some ideas for your own scenario too.
Mentoring Your Team with Positive Feedback	In this microlearn, you'll explore how to weave mentoring into your leadership, along with how to pair it with feedback to nurture and develop your team. You'll also get the chance to apply these concepts in a real mentoring opportunity and set actions to implement right away. Dive into two powerful tools—mentoring and feedback—that help leaders inspire growth and build team capability!
Effective delegation	This online microlearn equips you with the essential tools and strategies needed to smash goals, meet deadlines, and foster a positive work environment. You'll learn how to delegate effectively, prioritise tasks, and create a culture where everyone feels valued and motivated. Plus, less stress for you means more job satisfaction for everyone involved.
Minimising Conflict in the Workplace	The secret to navigating conflict is recognising it, understanding its roots, and knowing how to resolve it effectively. This is essential for managing workplace conflict successfully. This online microlearn is designed to help leaders tackle workplace conflict with confidence and compassion. You'll learn how to support team members in resolving disagreements, ultimately reducing stress and creating a healthier work environment for everyone.



Managing others

Course	Overview
Introduction to performance improvement	<p>In this microlearning you'll explore why performance improvement is essential, what a performance improvement plan looks like, how to act in "good faith," and get an introduction to performance discussions.</p> <p>When team members are struggling, a performance improvement process can guide them to meet expectations instead of jumping straight to termination. This approach not only supports their growth but also saves the organisation from the costs of recruiting new staff. Plus, good communication can turn tough conversations into mentoring opportunities, making everyone feel more empowered.</p>
Where the PIP responsibilities lie	<p>This PIP microlearn will equip you with essential insights into your responsibilities in the performance improvement process. You'll learn how to support team members effectively, and discover how HR can be a valuable ally throughout the journey.</p> <p>The performance improvement process is all about helping team members to meet expectations. When managed well, it provides a clear path for improvement, plus, good communication can transform tough performance discussions into empowering mentoring moments.</p>
Performance improvement plan meeting	<p>This microlearn is designed to help you prepare for running effective performance improvement meetings with clear, step-by-step guidance on the formal performance improvement process. You'll learn when a formal plan is necessary, the steps involved in a formal PIP process, the support available when leading a PIP, how to review progress effectively, how to factor in stress during the process, and how to respond to bullying claims.</p>
Interviewer skills	<p>This microlearn will arm you with the skills and knowledge you need to prepare for and run interviews smoothly, whether you're filling a new role or conducting an exit interview. You'll learn how to ask insightful questions that help you gather the right information and how to structure your interviews to get the most from each candidate.</p>



Managing self

Course	Overview
Working with purpose	This microlearn will get you on track with writing objectives and KPIs, planning and implementing solutions, prioritising and using strategies to ensure positive workflows. All the tools you need to nail it when working with purpose!
Increase your efficiency	To help enhance efficiency, it's all about making simple adjustments to your daily routines. This online productivity microlearn will explore actionable strategies to increase efficiency and empower you and your team to implement everyday improvements, making work life smoother and more productive.
Preparing for an interview	Your interview technique showcases your communication and interpersonal skills, which are highly valued by employers. This microlearn is your roadmap to success, guiding you on how to research the company, prepare answers to common questions, and practice your skills in a mock interview.
How to Have a Great Interview	To boost your interviewing skills, you'll need to prepare, practice, and pay attention to your body language, tone of voice, and word choice. By sharpening these skills, you'll increase your chances of landing your ideal job and setting yourself up for success. Check out this microlearn to discover what you need to do to walk (or dial) into your next interview with confidence and ease.
Budgeting 101 Practical finance	This budgeting skills microlearn is designed to help you take control of your finances and improve your financial wellbeing. In today's world, understanding money matters is essential, and this course provides the knowledge and skills you need to manage your finances, reduce debt, and build a solid financial foundation.
Assessing your resilience	This microlearn busts common myths about bouncing back and reveals the fascinating effects of resilience on your brain. You'll discover how to assess your current resilience levels and learn key skills to build your mental toughness. Dive into the science of resilience and emerge with practical strategies to fortify your mind and elevate your performance.
Growing your resilience	Get ready for a deep dive into the three pillars of resilience: practice, prevention, and care. This microlearn breaks down the science of resilience into actionable strategies that will transform how you handle life's challenges. Discover how practice builds your resilience muscle, allowing you to face adversity with confidence. Learn preventive techniques that fortify your mind against stress before it hits. And explore the often-overlooked aspect of self-care in maintaining long-term resilience.



Interpersonal skills

Course	Overview
Communication skills	Whether you're chatting with coworkers, sending emails, or leading a meeting, being clear and intentional with your words makes a huge difference. After completing this module you'll be able to use strategies to help communicate effectively within your team and have the methods and tools to build essential communication in the workplace.
Building positive relationships	Unlock the power of connection with this microlearn designed to help you foster strong, healthy relationships in the workplace. You'll explore essential elements like trust, mutual respect, mindfulness, and diversity—key ingredients for a thriving team environment. Discover practical strategies to enhance communication, create a sense of belonging, and support a positive workplace culture. With interactive activities and real-world examples, you'll gain the skills to build lasting connections with your colleagues.
Navigating workplace politics	With this microlearn you'll gain an understanding of how to navigate office politics to your advantage. You'll learn to read the room and assess the dynamics at play in your workplace, enabling you to interact more effectively with colleagues. Additionally, you'll master the art of influence, equipping you with respectful strategies that drive positive results and foster collaboration.
Our anti-bullying workplace	In this microlearning, you'll learn how to identify signs of bullying, recognise different bullying behaviors, and use effective strategies to respond to bullying situations. By equipping yourself with this knowledge, you'll be better prepared to contribute to a positive workplace environment.
Beyond good service	With this microlearn, you can transform your workplace into a welcoming environment where everyone feels valued. Whether you're in an office, working remotely, or out on the road, we'll share tips to enhance your customer care and make a real impact. Remember those moments when someone went the extra mile for you? That's the kind of experience we want to create for everyone you interact with!



Effective hybrid working



Skillpod Topics – Check the box to pick the right mix for you

Course	Learning content
Hybrid working – Exploring hybrid working	This microlearn is your ticket to understanding the future of work! Discover the benefits and types of hybrid models that are reshaping our work lives. We'll review what's needed to make hybrid work successful, from tech to team dynamics. You'll also get a chance to reflect on your own thoughts about hybrid working. Whether you're an employee exploring options or a leader considering implementation, this session will equip you with insights to navigate the hybrid landscape.
Hybrid working – Crafting an exceptional hybrid working experience	Want to unlock your team's full potential? This microlearn is your key to discovering effective ways of working in today's dynamic environment. We'll explore what individuals and teams really need to thrive, and help you reflect on your approach to team guidelines. Whether you're a leader or team member, you'll gain insights to boost productivity and collaboration.
Hybrid working – Staying connected with your team	This microlearn unveils powerful strategies to enhance connection. We'll explore innovative ways to bring your team closer, whether you're working remotely, in-office, or in a hybrid setup. You'll also reflect on your team's communication expectations. Are your current practices fostering openness and productivity, or is there room for improvement?
Hybrid working – Maintaining your wellbeing	In this microlearn you'll review your confidence in maintaining balance, so you can handle the flexibility of hybrid work without losing sight of self-care. Plus, you'll reflect on simple, effective strategies to manage your wellbeing in this new normal—because thriving in a hybrid setup means looking after yourself first.
Hybrid working – Maintaining visibility and growth	Discover why building connections is still a must for growth, even when some of us are at home and others are in the office. Learn how to adapt your networking style to fit the hybrid world, so you're always in the loop and ready to seize new opportunities. We'll dive into practical strategies to strengthen your network, helping you build relationships that last—whether you're shaking hands or sending emojis.
Hybrid working – Maintaining and measuring performance	This microlearn is your compass for setting and managing clear expectations. Discover why crystal-clear communication is the key for hybrid team success. We'll explore the crucial role of one-on-ones and feedback in bridging the physical distance. Learn how these tools can keep everyone aligned and engaged, whether working from home or in the office.

Build yours

Bespoke

The team at Skillpod (and our parent company Smartwork Creative) have been creating material for over 30 years for some of the world's leading learning content providers, and NZ government agencies and businesses.

Whether it's eLearning modules, or print based resources, if we don't have the content you're looking for in our Skillpod Library, our award winning team can bring the same skills to creating bespoke content for your organisation.

Here's some of the companies that we've worked with:



We've got all the tools you need

Explore the buttons below to build your culture of learning the way that you need it to be.





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December 2024

