

Give your employees the support they need to thrive—both personally and professionally.



Professional Development

Checklists

- Task
- Project Management
- Communication
- Time Management
- Meeting Preparation
- Leave Request
- Client Interaction
- Change Management
- Delegation
- Performance & Development
- Project Management
- Self Evaluation
- Career Development
- Meeting Preparation
- Professional Networking Posters
- Skill Development
- Client Interaction
- Mentorship
- Change Management
- Delegation
- Internal Communications
- Safety & Compliance
- Workplace Inclusivity
- Leave Request Checklist
- Sustainability at Work Checklist

Videos

- Time & Energy Management
- Effective Performance **Appraisal**
- Succeeding in Your Probation

Guides

- Probation Review Guide
- Preparing For Your Performance **Appraisal**

• Desk Stretches



Personal Development

Checklists

• Proof Reading

Videos

• SMART goal setting

Guides

- SMART Goal Setting
- The Wheel of Life
- Communication
- Building Self Confidence
- Build Your Brand
- Guide to Emotional Intelligence

EMPOWER YOUR PEOPLE. **ELEVATE YOUR BUSINESS.**



Checklists

- Work/Life Balance
- Conflict Resolution

Videos

- Building Resilience A Guide to Mental Health & Support
- Managing Stress
- Navigating Workplace Stress and Psychosocial Safety
- When Personalities Collide
- Mindfulness & Meditation
- The Power of Laughter
- Tackling Social Anxiety
- Digital Detox for a Happier You
- Understanding Mental Health in the Workplace

Support, skills and strategies all in one platform



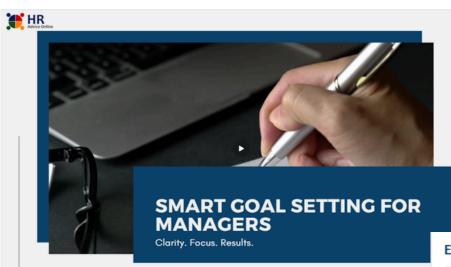
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Professional Development



workplace. While most people focus on the wisthat up to 93% of communication is uncons you say, but how you say it that truly influence received. This guidebook is designed to help y powerful role of non-verbal cues and how to l onhance your communication skills in the wo



Know the Signs: When Someone Has Been Affected

Employees won't always tell you interaction. Some might try to brush it off. But being able to recognise the signs of emotional mpact — even subtle ones —



As a manager, you will need to look out for:

If something feels off, check in — your support might mean everything

EMPLOYEE ROADMAPS - TASK CHECKLIST

HR

Evaluate your daily schedule and prioritise your tasks accordingly Review and respond to emails and messages Refresh your to-do list or update your project management tool Participate in meetings and follow up on assigned action items

Report your progress on ongoing projects

Examine upcoming deadlines and adjust your priorities as needed

Submit weekly reports or updates to your manage

Fulfill your key responsibilities for the day

Check in with colleagues or team members on joint projects Allocate time for skill development or training, if applicable







Personal Development



EMPOWER YOUR PEOPLE. **ELEVATE YOUR BUSINESS.**



Wellbeing



Supporting

Your Team

Aggression:

A Guide for Managers -

HR Advice Onl

Support, skills and strategies all in one platform