



**SAVVY AT WORK**  
Work skills for new professionals

A small green seedling with three leaves is growing out of a mound of dark, rich soil. The seedling is positioned centrally, with its stem rising from the soil. The soil mound is dark and textured, with some small white and brown specks. The background is plain white.

**GROWING YOUR OWN?**

**HOW BEST TO DEVELOP  
YOUR NEW PROFESSIONALS...**

# SAVVY AT WORK

**IF YOU EMPLOY** new graduates or other professionals new to the workforce, the chances are that you've been impressed by their qualifications, and their enthusiasm. Yet, many of these employees lack the knowledge and skills to successfully integrate themselves into a professional work environment – a problem that can affect their performance, their manager's expectations, and your organisation's bottom line.

So, how can a new employee quickly gather the skills and knowledge to successfully integrate themselves into a professional work environment? How do they learn about the unspoken rules of the workplace and how to succeed within them? How can they add 'work savvy' to their list of qualifications?

**SAVVY AT WORK** is a programme aimed at anyone who is stepping into the professional environment for the first time. Designed by a team of specialist consultants, it incorporates concepts, theories, and practical applications from a number of credible sources to help the new employee make a fast and effective transition into the workplace.

Using the concepts of appreciative enquiry and reflective learning, *Savvy at work* builds on each participant's key strengths, enhancing performance, increasing potential, and unlocking leadership capabilities. Participants learn by **doing, succeeding, challenging, and reflecting**. Through the course of the programme, they learn to adopt newly learnt behaviours as their own and to become confident in the application of the techniques they will use in the professional work environment.

## TYPICAL LEARNING JOURNEY

### 1 SETTING THE SCENE

- Identifying a business issue relevant to role
- Learning styles questionnaire – strength's approach
- Work styles questionnaire



### 2 WORKSHOP

- Two-day workshop (content listed overleaf)
- Integrated approach - developing potential and work skills and tools
- Facilitator-led / group interaction



### 3 ONGOING SUPPORT

- Follow-on 1:1 coaching session
- Ongoing web-based support



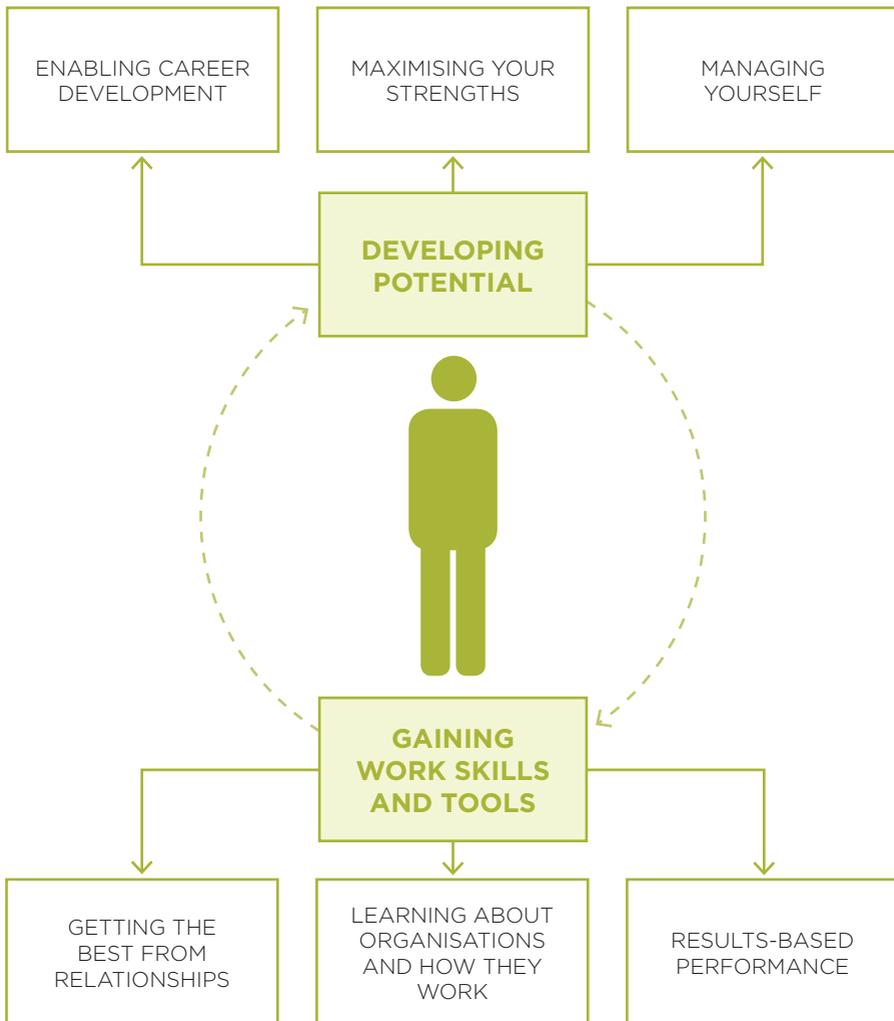
### 4 OPTIONAL

- Access to further online resources

## OUTCOME FOCUSED

**SAVVY AT WORK** is a practical programme, which provides participants with a range of tools and concepts (shown below) to:

- ✓ channel their workplace contribution in a way that is most likely to have positive early results
- ✓ achieve early credibility with peers and managers
- ✓ develop a solid personal foundation on which to build their career(s).



## PROGRAMME CONTENT

### SELF AWARENESS

- ✓ Understanding their strengths
- ✓ Understanding their development areas
- ✓ How to spot an opportunity
- ✓ Identifying their limitations
- ✓ How to build rapport with peers and managers
- ✓ How to achieve mutual respect
- ✓ Positive communication
- ✓ Positive role modelling
- ✓ Positive social interaction
- ✓ Grow resilience and well-being

### POSITIVE AND EFFECTIVE WORK PRACTICES

- ✓ Listening skills
- ✓ Problem solving
- ✓ Conflict resolution
- ✓ Courageous conversations
- ✓ Organisational agility
- ✓ Organisational political awareness
- ✓ Planning
- ✓ Managing your and your manager's expectations

### PARTICIPANTS WILL LEAVE THE WORKSHOP WITH:

- ✓ a toolkit of practical strategies, techniques and skills to apply
- ✓ behavioural guidance relevant for new professionals
- ✓ increased confidence
- ✓ new skills.

## CONTACT US

### FIND OUT MORE

Call Savvy at Work now, or go online to [www.savvyatwork.co.nz](http://www.savvyatwork.co.nz)

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