

F-TOP INSTITUTE

Learning from the Best Performing Companies



Preparing HR Professionals for the new normal

Live online course - Module A, B & C in total 6 days

Do you feel ready to work with data? Have you mastered those latest and most in-demand HR skills? What if you could boost both your competence and confidence in working with data – in just one comprehensive program that is doable as part of busy work reality? This program gives you all you need to succeed in today's data driven world. It's built on the latest blended learning principles such as smart group work, hands-on case work and live coaching from experienced facilitators. Find out more here below!

This program consists of 3 modules all together 6 days. Each module consists of two days (including working on your specific company case – and a 1-hour personal one-to-one coaching). To achieve the full value, we recommend attending all 3 modules over a period of 3-4 months.

	Module A Working data driven	Module B Putting a price tag on a problem	Module C Storytelling in HR
Will understand Skilled HR	How to read and interpret data & patterns, asking the right questions	How to quantify and explain business impact	Storytelling and how to apply it in the business context
Will leverage /use Resourceful HR	Existing HR system , data + (possibly) dashboard	Existing reports, patterns and issues	Existing reports + dashboard + business cases
Will achieve Impactful HR	Identifying patterns and issues / drawing <u>conclusions</u> based on data	Calculating financial impact, <u>prioritisation</u> + <u>decisions</u>	Management buy-in and <u>action</u>

Each module stands for itself and can if preferred be taken independently from the other modules and consists of “how to” input, toolboxes, cases work done in small group sessions. During the group work there will be one of our coaches ready to guide you when needed. Finally, you will work individually on your specific company case with a one-to-one coaching at the end.

What is the content?

Working data driven (module A)

“What’s the problem?”

This module will make data “talk” to you. You will be able to gain relevant and applicable insights from data – identifying and understanding a problem, drawing right conclusions and asking the right questions. Additionally, we bring you the tips and tricks for leveraging HR data as a useful tool instead of a frightening black box.

Putting a price tag on a problem (Module B)

“What’s the impact of the problem and what does it cost?”

This module kills the myth that people topics can’t be quantified and makes you ready for your next meeting with line management. “Show me the money” – this is what you will be able to do - putting a price tag on any people related problem – based on a simple approach you can do on a napkin.

Storytelling in HR (module C)

“How do I present the problem and the impact?”

Ever found it hard to make management listen to your suggestions? In this module we will leverage the power of storytelling to bring management on board. Leverage your data-based insights and learn how to craft and deliver visually supported stories. Turn listeners into allies by selling your solution of a problem.

Each module consists of 3 sessions including toolbox and working on cases in small groups with direct coaching. Each module ends with working on your own company case and a “one-to-one” coaching.



Approx. 0,5-day homework and preparation time

The modules are performed as live virtual training and are kept short but efficient - to allow it to fit into your working agenda.

Structure per Module			Just for illustration purposes	
Mo.	Di.	Mi.	Do.	Fr.
7. Feb	8	9	10	11
	8:30 – 12:30 Module A Understand		8:30 – 12:30 Module A Work	
14	15	16	17	18
		8:30 – 12:30 Module A Experience		1:1 Coaching when you're ready

What’s in it for me

- gain relevant hands-on experience through working with real company cases from international companies

- read and understand data, identify anomalies and problems, ask the right questions about where to dig deeper and make decisions
 - learn how to calculate the financial impact “How much does this problem cost us as a company?”, make the right assumptions and prepare a price tag
 - master story telling, create the right story and get the buy in from management, present your story based on numbers in a successful and powerful way
 - solve your own personal company case around a real topic/problem and learn how to present it through “one-to-one coaching”
- Safe learning environment - small groups, individual coaching and answers to all your questions

Coaching & sparring

There will be plenty of coaching resources while building your skills working on specific anonymized cases from companies around the world. In each module you will immediately get guidance and feedback from peers working with you in small groups and from our experienced trainers and facilitators.

Furthermore, our one-to-one coaching on your personal company case will ensure that you bring immediate value to yourself and for your company. Via the intensive coaching for tangible results, we raise your confidence of working data-driven and accelerate the ability to apply this in practice.

What are the reasons to be part of this program?

- **Condensed relevant content:** Even if motivated to learn about digital HR, you can spend thousands of hours clicking through websites, buzzword loaded YouTube videos and “free” webinars without achieving any new skills. Our three modules are based on what clients have evaluated highly in years of conducting research. 21st century HR, in a nutshell.
- **Effective format:** Migrating HR’s people expertise into the digital age is not just an intellectual step but requires a change in approach and, in some cases, stepping out of an individuals’ comfort zone. The three face-to-face modules delivered by experienced practitioners leverage the personal presence and peer-learning. They provide insights as well as engaging and interactive motivation.
- **Future proof:** Data-driven HR is here to stay – and the chances are, you don’t want to (and can’t) completely change your career within HR. Therefore, upskilling is the best way to be future proof. The three modules described above equip you with the **knowledge** and the **confidence** to succeed in the new data-driven world – without confusing and frustrating people with fuzzy buzzwords and unnecessary details.
- **Define your (HR’s) turf in the data-driven world:** HR is not necessarily the first thing you think of regarding digital leadership in the organisation. Being part of a team that

showcases the power of data-driven people management in everyday practice stops any questions, at C- level, about HR's relevance.

- **Define expectations and the way forward:** Many seasoned HR professionals are torn between the panic that they will never master data-related skills and the hope that it will somehow bypass them. Neither option provides a solid foundation for a high performing HR team to combine forces with new digital-savvy colleagues. Our three modules offer the essentials you need for a data-driven HR.

Days

All Modules A, B & C - 6 days over 3 month

Module A Working data driven

7th February 2022 12:30 – 16.30

9th February 2022 12:30 – 16.30

11th February 2022 12:30 – 16.30

Prepare your own company case - 2 hours

Personal coaching on company case - 1 hour tbd

Module B Putting a price-tag on a problem

7th March 2022 12:30 – 16.30

9th March 2022 12:30 – 16.30

11th March 2022 12:30 – 16.30

Prepare your own company case - 2 hours

Personal coaching on company case - 1 hour tbd

Module C Storytelling in HR

4th April 2022 10.00 – 14.00

6th April 2022 10.00 – 14.00

8th April 2022 10.00 – 14.00

Prepare your own company case - 2 hours

Personal coaching on company case - 1 hour tbd

Price

EUR 6.000,00 for 3 modules (Module A, B & C)

Participants & profile

No matter if your current role is working in HR as executive, manager, business partner, HR professional, HR generalist, HR specialist, HR expert, COE professional, data analyst, recruiter, talent manager or service professional you will benefit from participating.

During this up-skilling program all the participants will have an active role in groupwork. There will be homework and time in between the modules to prepare and reflect on the content.

Tutors & experience

Our courses are facilitated by international trainers and coaches with proven impact in HR, coaching, management consulting and blended learning.