

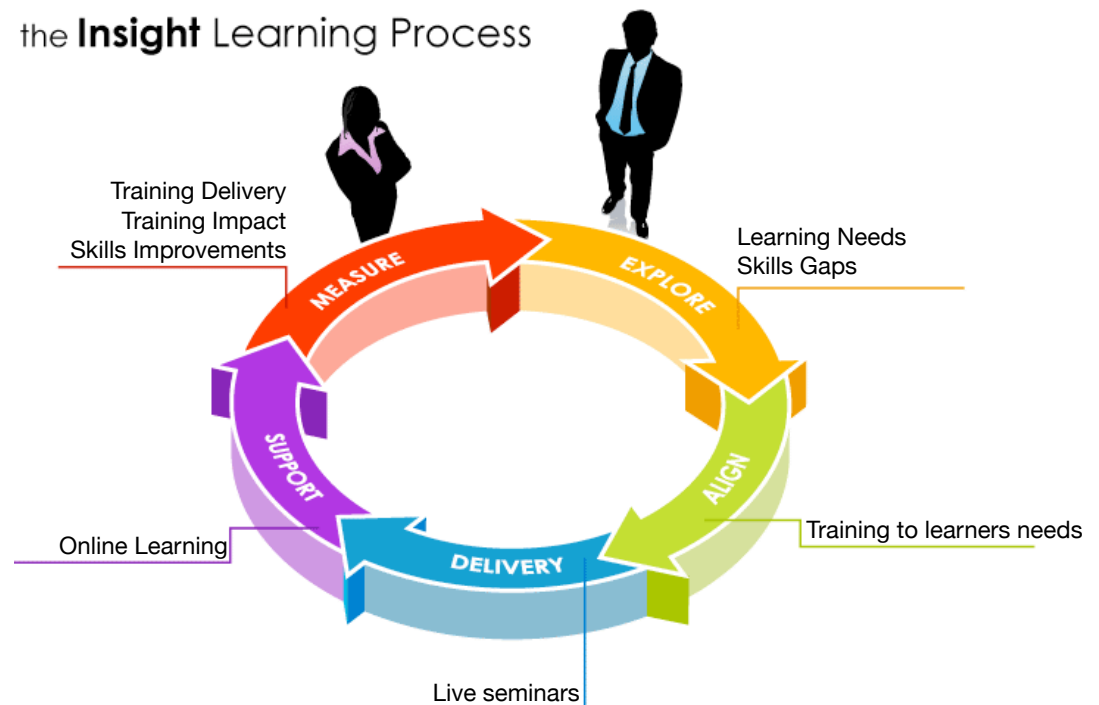


The rapid pace of China's economic growth, combined with a shortage of experienced professionals, has led to an exceptionally young workforce in leading China-based organizations. Many Chinese professionals entering the workplace today, while incredibly hard working and intelligent, often require training in basic workplace skills, from professionalism to business ethics and effective personal management.

Insight's WorkSkills programs take a highly practical and interactive approach to the development of fundamental workplace skills. We aim to demonstrate the demands world-class organizations have of their people and equip young professionals with the skills to exceed their employer's expectations. Insight's WorkSkills programs cover the topics research has shown are the biggest challenges facing young Chinese people entering the workplace.

Based on the Insight 360 learning framework and with real life lessons from the world's most successful business people, Insight's WorkSkills programs emphasize the direct application of fundamental workplace skills in your organization. Every program consists of a one or two day seminar combined with access to Insight's award winning online learning platform. Multiple programs can be combined to create an integrated WorkSkills training course tailored to the needs of your people.

the **Insight** Learning Process



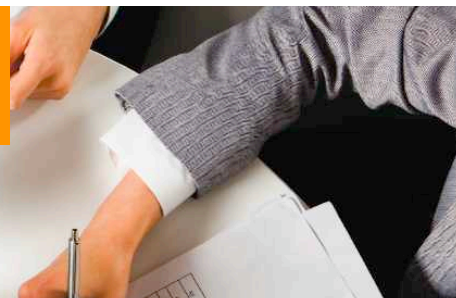
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Every client engagement follows Insight's 5 step learning process. From the moment of first contact to the end of the engagement we work to understand the needs of your organization and the needs of your employees.



FEATURES

- ⦿ Multimedia Content
- ⦿ Skilled Facilitator
- ⦿ Online learning platform
- ⦿ SoftSkill Tracker©

TARGET AUDIENCE

- ⦿ Junior Executives
- ⦿ New Hires
- ⦿ All industry sectors

DELIVERY LANGUAGE

- ⦿ Chinese
- ⦿ Advanced English
- ⦿ Intermediate English

Fundamental Workplace Skills (2 Days + Online Learning)

Insight's core work skills program provides trainees with a broad introduction to their employer's expectations and the workplace skills they need to succeed. An experienced, dynamic Insight facilitator leads small group discussions and activities to explore the core issues and challenges facing young Chinese professionals. Class work is enriched with online multi-media learning materials. By the conclusion of the program students will understand the skills required to work successfully in a world-class organization. The program covers four essential topics:

Expectations and Criteria for Success

Individuals need to know the criteria by which they are implicitly measured by their colleagues and bosses. We work to understand the employee expectations of our client organizations and use video lessons from global business leaders to benchmark successful behaviors.

Working with Professionalism and Confidence

Professionalism and confidence are two of the key criteria for success in a global business environment. Completing tasks competently is not enough to progress and succeed. Confident and highly professional employees are the future managers and leaders of an organization. This unit uses real cases and video lessons from top business leaders to define professionalism, and helps trainees project confidence.

Ethics and Responsibility

Business ethics in the new China business world is a complex mix of Chinese cultural norms and emerging global business practice. Ethics in China is not just a matter of adopting global strategies. Ethical standards need to reflect the realities of the China business context. This unit provides trainees with an introduction to some of the ethical dilemmas they may face and offers practical guidance on how to be a responsible employee.

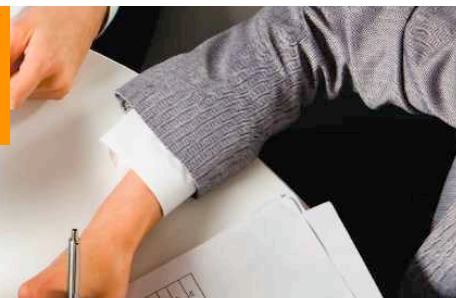
Managing Yourself

Young Chinese professionals unused to the demands of a competitive business environment struggle to manage their time, prioritize their tasks and focus on what is important. Moreover, effectively managing yourself is the first step to becoming a manager of others. This section teaches practical skills to manage work and time to become a more effective employee and eventually, an effective manager.

Online Component

Insight's Key Skills programs come with access to a course of online lessons from global business leaders. Each lesson is directly relevant to the components of the live training and uses powerful learning tools such as online discussion forums, lesson summaries and ideas to implement the lessons learned. The Fundamental Workplace Skills program includes the following online lessons:

- 🎧 "Professionalism" - Nicola Horlick, Bramdean Asset Management
- 🎧 "Integrity And Trust Deliver Results" - Gerry Roche, Heidrick & Struggles
- 🎧 "The Confidence Factor" - Colin Day, Reckitt Benckiser
- 🎧 "Tactics For Early Career Advancement" - Rosabeth Moss Kanter, Harvard Business School
- 🎧 "Exceed Expectations" - Peter Ellwood, ICI



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Specialized Programs

In addition to our core Fundamental WorkSkills program, Insight Learning offers in-depth work skills programs on some of the topics we've discovered are most essential for China-based organizations. These programs include the following subjects:

Unlocking Creativity (2 Days + Online Learning)

Creative people – product designers, copywriters, graphic designers - are the lifeblood of many businesses. But creativity should not solely be the domain of those in creative roles. Unlocking the creativity of everyone in an organization leads to better problem solving skills, an inspired work force and new ideas from unlikely places. This seminar guides trainees through a step-by-step process which encourages creative thinking and can be applied in every-day business situations

Business Ethics (1 Day + Online Learning)

Building on the introduction to business ethics from Insight's core work skills program, this seminar takes a closer look at the ethical challenges Chinese employees face in the new China business environment. With lessons from business leaders who have seen it all, students learn how to maintain integrity in a business environment where the rules are constantly changing and the lines are blurred.

Workload Management (1 Day + Online Learning)

Effective workload management requires an understanding of the goals and strategy of the organization and of the department in which individuals work. By applying the principles of the 360 Learning Framework we teach Chinese employees how to prioritize work and set achievable goals that are directly aligned with their department's, and their company's, goals and strategy.

Dealing with Change (1 Day + Online Learning)

To drive major change programs organizations must have the support of their people. Change can't be forced through from the top, individuals throughout the organization need to know how to deal with and manage change on a personal level. This program demonstrates practical strategies for dealing with change and fosters positive attitudes to change amongst all employees.

insight learning media limited

Solutions from experience for the next generation of China business leaders.

Insight Learning is China's premier business learning company. With our unique mix of customized corporate training, premium content, and consulting services, we are transforming the way China's best companies learn.