

# Learner Toolkit



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# Upcoming Training Instructions



## Virtual Workshop Setup:

To make sure the session runs smoothly, please do the following:

- Watch this 2-minute video to learn how to log in to your account and join your workshop: <https://www.youtube.com/watch?v=sBPFT2ojArk>
- Download and test Zoom at least one day before the workshop (it takes 2 minutes): [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)
- Visit your dashboard (<https://lifelabsworksheets.com/dashboard>) and click on the event to learn how to prepare.
- 30 minutes before the session, you'll get an email reminding you to join. When it's time to join, just click "Join Event" in your email. This will bring you to the event page in the platform where you'll click "Join Now" to join the workshop.
- Set up your own laptop, headphones, and camera, to dial-in individually. Why? This is an interactive session. As we practice the exercises, you will be put into digital breakout rooms.
- Find a quiet place to dial in from. Since this is an interactive session, please find a spot with minimal audio/visual distractions. If this isn't available while working from home - we welcome the chaos! Kids, pets, and other cohabitators in the background are welcome.
- Bring a pen, paper, and worksheet attached in your calendar invite



# Learner One Pagers

## Team Training One Pager

Learn more about LifeLabs Learning with this [one-page document](#).

**Grow Your Career with LifeLabs Learning**

Your skill-building journey starts here.

Get ready to start your career journey with LifeLabs Learning. We offer a variety of courses and workshops to help you develop the skills you need to succeed in your field. Our courses are designed to be flexible and accessible, so you can learn at your own pace and on your own schedule.

**What is the training like?**

LifeLabs Learning offers a variety of training options, including:

- Self-paced online courses
- Live virtual workshops
- On-demand interactive courses

**Real learners - real growth!**

LifeLabs Learning has helped many learners grow their careers and skills. Here are some examples of what our learners have achieved:

- John, a software developer, completed a course on Python programming and landed a new job at a tech company.
- Sarah, a marketing professional, completed a course on digital marketing and increased her company's online presence.
- Mike, a sales representative, completed a course on sales techniques and increased his sales volume.

**Who will lead my session?**

LifeLabs Learning courses are led by experienced professionals in their fields. Our instructors are experts in their subjects and are committed to helping you succeed.

**LifeLabs Learning**

## Membership One Pagers

**Grow Your Career with LifeLabs Learning Membership**

Featured Workshops:

- Career Growth**: Identify your strengths and understand your needs so you can take charge of your personal and professional development.
- Behaviors of Inclusion**: Build awareness and a shared vocabulary for inclusion, and learn to advocate for yourself and others.
- Adaptivity & Resilience**: Learn techniques to stay calm, collected, and other critical event when things go awry in the workplace.
- Coaching Skills**: Build your coaching skills to drive team performance, building independence, problem-solving, and resilience in your team.
- Feedback Skills**: Get confident giving feedback to ensure skills are practiced and personalized, expert advice on your approach.

**What is Membership?**

LifeLabs Learning provides unlimited access to our interactive and training experiences. Choose from a variety of courses and workshops to help you develop the skills you need to succeed in your field.

**Unlimited for workshops**

- Get unlimited access to weekly live workshops
- Learn from the expert facilitators - not a recording
- Grow with real-time feedback and peer-to-peer learning

**Course and resources at your pace**

- Build up on your skills any time with on-demand, interactive courses
- Flex your completed coursework in our searchable database of courses, videos, and more
- See a sample Membership schedule

[Sign up for Membership today!](#)

**Skill Up Membership**

A membership plan designed to build foundational management skills.

**Live Workshops**

- Individual Contributor**: Build foundational skills and competencies to succeed in your current role.
- Feedback Skills**: Learn how to give and receive feedback effectively.
- Behaviors of Inclusion**: Build awareness and a shared vocabulary for inclusion.
- Adaptivity & Resilience**: Learn techniques to stay calm, collected, and other critical event when things go awry in the workplace.
- Career Growth**: Identify your strengths and understand your needs so you can take charge of your personal and professional development.
- Productivity & Prioritization**: Learn how to manage your time and resources effectively.

**Group Coaching**

- Feedback Skills**: Learn how to give and receive feedback effectively.
- Behaviors of Inclusion**: Build awareness and a shared vocabulary for inclusion.
- Adaptivity & Resilience**: Learn techniques to stay calm, collected, and other critical event when things go awry in the workplace.
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- Productivity & Prioritization**: Learn how to manage your time and resources effectively.

**On-Demand Courses**

- Feedback Skills**: Learn how to give and receive feedback effectively.
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- Adaptivity & Resilience**: Learn techniques to stay calm, collected, and other critical event when things go awry in the workplace.
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**Upgrade to Level Up and get:**

- ✓ Workshops for 11 management skills
- ✓ 1-hour workshops weekly
- ✓ More on-demand courses

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Learn more about Membership with this [document](#).

[Skill Up One Pager](#)

[Level Up One Pager](#)

[Lead Up One Pager](#)

## Membership Workshop Recommendations

**Skill Up Membership Recommended Learning**

**Individual Contributor CORE Skills**

- Influential Communication**: Learn how to communicate effectively in your current role.
- Feedback Skills**: Learn how to give and receive feedback effectively.
- Productivity & Prioritization**: Learn how to manage your time and resources effectively.
- Behaviors of Inclusion**: Build awareness and a shared vocabulary for inclusion.
- Adaptivity & Resilience**: Learn techniques to stay calm, collected, and other critical event when things go awry in the workplace.
- Career Growth**: Identify your strengths and understand your needs so you can take charge of your personal and professional development.

**Additional workshops**

- Behaviors of Inclusion**: Build awareness and a shared vocabulary for inclusion.
- Adaptivity & Resilience**: Learn techniques to stay calm, collected, and other critical event when things go awry in the workplace.
- Career Growth**: Identify your strengths and understand your needs so you can take charge of your personal and professional development.

**Courses & Resources**

- On-demand interactive courses**: Choose your own journey.
- Course completion resources**: Download, videos, and more.

**What to expect**

Workshops are 2 hours, interactive, and taught by an expert facilitator. Weekly live workshops offered once a week on the date - sign up for the time and date that works best for you. Learn how to give feedback and grow with real-time feedback and peer-to-peer learning.

**Level Up Membership Recommended Learning**

**Foundational management skills**

- Coaching Skills**: Learn how to give and receive feedback effectively.
- Feedback Skills for Managers**: Learn how to give and receive feedback effectively.
- Productivity & Prioritization for Managers**: Learn how to manage your time and resources effectively.
- Behaviors of Inclusion**: Build awareness and a shared vocabulary for inclusion.
- Adaptivity & Resilience**: Learn techniques to stay calm, collected, and other critical event when things go awry in the workplace.
- Career Growth**: Identify your strengths and understand your needs so you can take charge of your personal and professional development.

**Additional workshops**

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**Lead Up Membership Recommended Learning**

**Skills for managing groups & teams**

- Strategic Thinking**: Learn how to think strategically in your current role.
- Meeting Mastery**: Learn how to run effective meetings.
- Learning Change**: Learn how to manage change effectively.
- People Development**: Learn how to develop and coach your team.

**Foundational management skills**

- Coaching Skills**: Learn how to give and receive feedback effectively.
- Feedback Skills for Managers**: Learn how to give and receive feedback effectively.
- Productivity & Prioritization for Managers**: Learn how to manage your time and resources effectively.
- Behaviors of Inclusion**: Build awareness and a shared vocabulary for inclusion.
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[Skill Up Recommendations](#)

[Level Up Recommendations](#)

[Lead Up Recommendations](#)

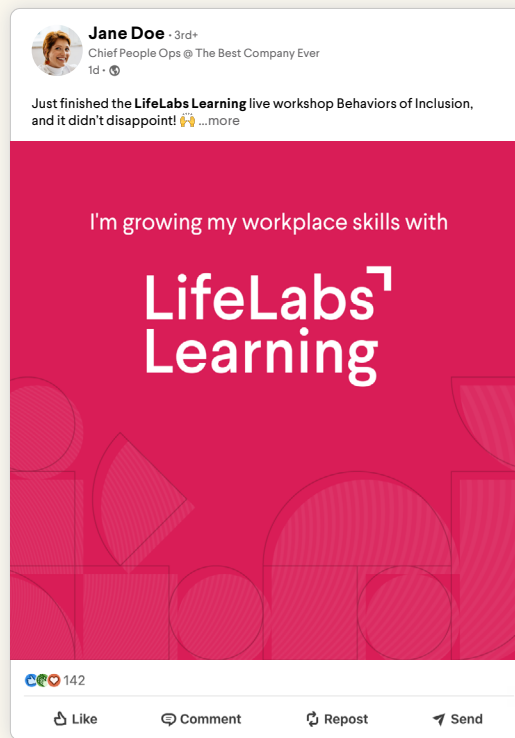
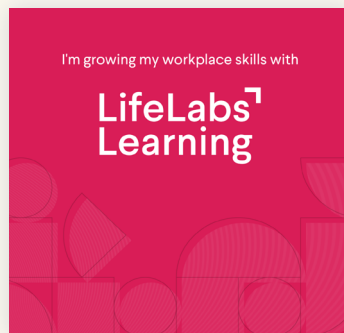


# Learner Social Posts Templates

The following pages have some example text and graphics for posts that you can use to share your experience with LifeLabs Learning.

## How to use the templates:

1. Copy and paste into a new LinkedIn post.
2. Make sure **@LifeLabs Learning** is tagged.
3. Optional: Upload an eye-catching graphic! [Click here to download pre-made graphics.](#)



# Team Training Posts

## General Post

Just finished the @LifeLabs Learning live workshop **[WORKSHOP TITLE]**, and it didn't disappoint! 🙌

I walked away with **[SPECIFIC SKILL OR INSIGHT, e.g., “how to give clearer feedback” or “ways to prioritize more effectively”]**, and I can't wait to put it to use with my team. The interactive format and real-time feedback made everything feel so practical!

🙌 Huge thanks to **[COMPANY NAME]** for the opportunity to grow my skills and lead more effectively. Feeling lucky to learn alongside such an amazing team!

## Manager Core 1 Post

I'm excited to share that I completed the Manager CORE 1 training with @LifeLabs Learning. 🏆 This program gave me practical skills I've already started using, like coaching, feedback, and prioritization.

One tool I learned—the “SOON Funnel”—helps break down coaching into questions around Success, Obstacles, Options, and Next Steps. It's super simple and already making a difference in my work. 🙏

If you've taken a LifeLabs Learning workshop, I'd love to hear what tool or takeaway has stuck with you!

## Manager Core 2 Post

I'm proud to share that I completed the Manager CORE 2 training with @LifeLabs Learning! 🎉 This program pushed me to grow my leadership skills, especially around strategic thinking, leading change, and developing my team.

One of my biggest takeaways was the “CAMPS” framework—a memorable way to measure engagement through Certainty, Autonomy, Meaning, Progress, and Social inclusion. I know this will be my go-to tool for keeping teams engaged, especially during times of change. 🔧

If you've attended a LifeLabs Learning workshop, what insight or tool has made a difference for you?

## Individual Contributor Core Post

I'm thrilled to share that I completed the Individual Contributor CORE training with @LifeLabs Learning! 💪 This program gave me practical tools to boost my career, collaborate more effectively, and be more productive.

A top insight I'm already using is identifying my personal “SEO”—Strengths, Energizers, and Opportunities for growth. It's such a great way to align my strengths and interests with my development goals. 💡

Have you gone through a LifeLabs Learning program? What's been your biggest takeaway?

# Membership Posts

## Post #1: Top Session

[COMPANY NAME] is providing employees a @LifeLabs Learning Membership to help us level up as managers and teammates! 🙏

I've started exploring the workshops and resource library, and I'm already bookmarking useful content. One of the top sessions on my list is Group Coaching, where you get real-time feedback!

Have you used LifeLabs Learning? What's been your favorite thing about it? Let me know—I'd love to make the most of it.

## Post #2: Workshop/New Skills

Just signed up for my first workshop through our new @LifeLabs Learning Membership at [COMPANY NAME]! 😊 I'm excited to learn practical skills I can apply right away for [WORKSHOP TOPIC]. I hope it will help me [SKILL, e.g., lead/communicate/prioritize/etc.] better at work.

If you've taken LifeLabs Learning workshops, which have you found most helpful? Please share your recommendations!

## Post #3: General

Just finished the @LifeLabs Learning live workshop [WORKSHOP TITLE], and it didn't disappoint! 🙌

I learned [SPECIFIC SKILL OR INSIGHT, e.g., "how to give clearer feedback" or "ways to prioritize more effectively"], and I'm already thinking about how to put it into practice with my team. The interactive format and real-time feedback made it so engaging and relevant!

👏 Shout out to [COMPANY NAME] for providing me with a LifeLabs Learning Membership!

If you've attended a LifeLabs Learning workshop, what skill or takeaway stuck with you?



# Learner Support

**Need a hand? We're here to help!**

**Questions about this training**

[support@lifelabslearning.com](mailto:support@lifelabslearning.com)

**Technical issues**

[support@lifelabslearning.com](mailto:support@lifelabslearning.com)

**Articles & documentation**

[Help Center](#)



**Have remaining questions or ideas? Contact your LifeLabs Learning Consultant or email [support@lifelabslearning.com](mailto:support@lifelabslearning.com) for support.**

**LifeLabs<sup>7</sup>  
Learning**

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