

# Tools For Workplace Innovation Managers



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## Learning how to learn

<https://unesdoc.unesco.org/ark:/48223/pf0000381857>

[Brassey, et al. "Seven Essential Elements of a Lifelong-learning Mind-set." McKinsey, 19 Feb. 2019, .  
www.mckinsey.com/capabilities/people-and-organizational-performance/our-insights/seven-essential-  
elements-of-a-lifelong-learning-mind-set#.](https://www.mckinsey.com/capabilities/people-and-organizational-performance/our-insights/seven-essential-elements-of-a-lifelong-learning-mind-set#)

<https://www.linkedin.com/pulse/5-strategies-encouraging-lifelong-learning-continued-education>

<https://www.techtarget.com/searchhrsoftware/feature/4-ways-to-create-a-continuous-learning-culture>

<https://www.learnworlds.com/lifelong-learning-in-the-workplace/>

<https://elearningindustry.com/lifelong-learning-tips-to-provide-an-ongoing-journey-of-employee-growth>

<https://www.educate-me.co/blog/training-tools-for-employees>



## Time and Self-Management

[https://www.researchgate.net/publication/314276146\\_Effective\\_Time\\_and\\_Self\\_Management\\_Environment\\_and\\_Productivity\\_in\\_an\\_Organization](https://www.researchgate.net/publication/314276146_Effective_Time_and_Self_Management_Environment_and_Productivity_in_an_Organization)

[https://www.researchgate.net/publication/357854407\\_Analysis\\_of\\_time\\_management\\_and\\_self-  
management\\_work\\_practice\\_by\\_leaders\\_-\\_a\\_focus\\_group\\_study](https://www.researchgate.net/publication/357854407_Analysis_of_time_management_and_self-management_work_practice_by_leaders_-_a_focus_group_study)

[https://www.researchgate.net/publication/371632689\\_Working\\_the\\_time\\_Time\\_self-  
management\\_practices\\_of\\_remote\\_workers](https://www.researchgate.net/publication/371632689_Working_the_time_Time_self-management_practices_of_remote_workers)

<https://www.linkedin.com/advice/0/how-do-you-set-monitor-your-self-management-goals>

<https://www.linkedin.com/pulse/self-management-vs-time-management-navendu-choudhary/>

[https://www.linkedin.com/posts/feelx\\_redefining-time-management-to-self-management-activity-  
7103270287768473600-brcv?utm\\_source=share&utm\\_medium=member\\_desktop](https://www.linkedin.com/posts/feelx_redefining-time-management-to-self-management-activity-7103270287768473600-brcv?utm_source=share&utm_medium=member_desktop)

[https://www.linkedin.com/posts/bongani-mwalukanga-518462a9\\_self-management-skill-essential-self-  
management-activity-7122502341756399616-z4z4?utm\\_source=share&utm\\_medium=member\\_desktop](https://www.linkedin.com/posts/bongani-mwalukanga-518462a9_self-management-skill-essential-self-management-activity-7122502341756399616-z4z4?utm_source=share&utm_medium=member_desktop)

## Video:

How I Manage My Time – 10 Time Management Tips

<https://www.youtube.com/watch?v=iONDebHX9qk>

How to manage your time more effectively (according to machines) – Brian Christian

<https://www.youtube.com/watch?v=iDbdXTMn0mE>

10 Time Management Tips to Boost Your Productivity

<https://www.youtube.com/watch?v=xgp6eELYY1M>

## Activity:

[http://www.ralphlewis.co.uk/Skills\\_files/Self%20%20and%20Time%20Management.pdf](http://www.ralphlewis.co.uk/Skills_files/Self%20%20and%20Time%20Management.pdf)



## Computer Literacy and Extended Technical Skills

[https://calp.ca/\\_uploads/resource-doc-333.pdf](https://calp.ca/_uploads/resource-doc-333.pdf)

<https://unesdoc.unesco.org/ark:/48223/pf0000259013>

<https://fastercapital.com/content/Computer-literacy--Computer-Literacy-Skills--Why-They-Matter-and-How-to-Improve-Them.html>

[https://www.researchgate.net/profile/Mark-Hoffman-10/publication/228685085\\_Computer\\_literacy\\_Today\\_and\\_tomorrow/links/550ab92f0cf265693ced8ff8/Computer-literacy-Today-and-tomorrow.pdf](https://www.researchgate.net/profile/Mark-Hoffman-10/publication/228685085_Computer_literacy_Today_and_tomorrow/links/550ab92f0cf265693ced8ff8/Computer-literacy-Today-and-tomorrow.pdf)

[https://www.researchgate.net/publication/375567766\\_Lifelong\\_Digital\\_Learning\\_Computer\\_Literacy\\_Digital\\_Literacy\\_And\\_Digital\\_Competence\\_As\\_Dimensions\\_For\\_Digital\\_Skills](https://www.researchgate.net/publication/375567766_Lifelong_Digital_Learning_Computer_Literacy_Digital_Literacy_And_Digital_Competence_As_Dimensions_For_Digital_Skills)

[https://www.researchgate.net/publication/369850304\\_Computer\\_Literacy\\_with\\_Skills\\_of\\_Seeking\\_for\\_Information\\_Electronically\\_among\\_University\\_Students](https://www.researchgate.net/publication/369850304_Computer_Literacy_with_Skills_of_Seeking_for_Information_Electronically_among_University_Students)

[https://assets.publishing.service.gov.uk/media/5cfe713fed915d097daca4b5/No\\_Longer\\_Optional\\_Employer\\_Demand\\_for\\_Digital\\_Skills.pdf](https://assets.publishing.service.gov.uk/media/5cfe713fed915d097daca4b5/No_Longer_Optional_Employer_Demand_for_Digital_Skills.pdf)

<https://lincs.ed.gov/sites/default/files/TSTMDigitalLiteracyBrief-508.pdf>

## Video:

Digital Literacy: Realizing the Promise of Technology | Shauna Begley | TEDxRoyalRoads:

<https://www.youtube.com/watch?v=oGwSzp2xBU4>

Digital Fluency: The Skills for today | Dr. Itoro Emembolu | TEDxPortHarcourt

<https://www.youtube.com/watch?v=WkMz7TLnqIk>

Critical Thinking & Media Literacy

<https://www.youtube.com/watch?v=1Gs0qe4zmDw>

Digital Literacy Skills to Succeed in Learning and Beyond

<https://www.youtube.com/watch?v=GgEGbMPJcAo>



**How to keep up to date with available workplace innovations**

## YouTube Videos:

1. "How to Keep Up with Rapidly Changing Technology" by TEDx Talks –
  - o [https://www.youtube.com/watch?v=LAaxmAS9mbk&ab\\_channel=TEDxTalks](https://www.youtube.com/watch?v=LAaxmAS9mbk&ab_channel=TEDxTalks)
2. <https://www.youtube.com/watch?v=4Fg55Vz2eI>
3. <https://www.youtube.com/watch?v=LAaxmAS9mbk>
4. [https://www.ted.com/speakers/eddie\\_obeng](https://www.ted.com/speakers/eddie_obeng)
5. <https://www.youtube.com/@thefriendlypodcastguide>
6. [https://www.ted.com/talks/eddie\\_obeng\\_smart\\_failure\\_for\\_a\\_fast\\_changing\\_world](https://www.ted.com/talks/eddie_obeng_smart_failure_for_a_fast_changing_world)
7. [https://www.youtube.com/watch?v=MIJ2K\\_UOQ00](https://www.youtube.com/watch?v=MIJ2K_UOQ00)
8. <https://www.youtube.com/watch?v=jwMGxzWIGu4>

## Books:

1. "The Organized Mind: Thinking Straight in the Age of Information Overload" by Daniel J. Levitin – Offers insights into how the brain processes information and strategies for managing information overload.
2. "Make It Stick: The Science of Successful Learning" by Peter C. Brown, Henry L. Roediger III, and Mark A. McDaniel – Explores effective learning techniques backed by cognitive science research.
3. "The Power of Habit: Why We Do What We Do in Life and Business" by Charles Duhigg – Discusses the science behind habits and how to change them effectively.

## Articles:

<https://www.ironhack.com/gb/blog/how-to-stay-up-to-date-on-tech-trends-and-innovations>



## Green workplaces approaches

[https://www.emssoftware.com/resources/blog\\_posts/12-practical-ways-ems-can-help-you-adapt-modern-office](https://www.emssoftware.com/resources/blog_posts/12-practical-ways-ems-can-help-you-adapt-modern-office)

<https://www.visable.com/en-int/magazine/tips-strategies/green-services-b2b>

## Video Links:

<https://www.youtube.com/watch?v=CfMOMxBfi2g>

<https://www.youtube.com/watch?v=Qb-hulrdWr4>

<https://www.youtube.com/watch?v=z7yDjWqAW2w>



## Communication and continuous communication

Bucăța, George, and Alexandru Marius Rizescu. "The Role of Communication in Enhancing Work Effectiveness of an Organization." *Land Forces Academy Review*, vol. 22, no. 1, Walter de Gruyter GmbH, Mar. 2017, pp. 49–57. *Crossref*, <https://doi.org/10.1515/raft-2017-0008>.

<https://www.linkedin.com/pulse/guide-effective-communication-workplace-close-callhq>

<https://www.linkedin.com/pulse/unlocking-power-communication-tools-workplace-mark-williams>

<https://www.forbes.com/advisor/business/digital-communication-workplace/>

<https://www.forbes.com/advisor/business/effective-communication-workplace/>

<https://clickup.com/blog/workplace-communication-tools/>



## Active listening and Feedback

### English:

Active Listening – <https://hbr.org/2024/01/what-is-active-listening>

11 Active Listening Skills To Practice (With Examples) – <https://www.indeed.com/career-advice/career-development/active-listening-skills>

What is Active Listening? – <https://www.usip.org/public-education-new/what-active-listening>

The Art of Active Listening – <https://www.youtube.com/watch?v=aDMtx5ivKK0>

How to actively listen to others–

<https://www.youtube.com/watch?v=Yq5pJ0q3xuc>

Active Listening: What Does it Look and Feel Like? – <https://www.youtube.com/watch?v=QlmlqAW0cUQ>

### German:

Aktives Zuhören als Erfolgsfaktor im Job: Techniken, Beispiele und Tipps – <https://www.stepstone.de/magazin/artikel/aktives-zuhoeren>

Aktives Zuhören – <https://media.zweikern.com/de/index/aktives-zuhoeren>

Aktiv Zuhören (mit Video) – <https://studyflix.de/jobs/karriere-tipps/aktives-zuhoeren-6211>

AKTIVES ZUHÖREN nach Carl Rogers – die 7 Techniken einfach erklärt mit Beispielen (Video) – [https://www.youtube.com/watch?v=PJklq\\_88PPs](https://www.youtube.com/watch?v=PJklq_88PPs)

Die 10 Stufen des Zuhörens | Wladislaw Jachtchenko (Video) –

<https://www.youtube.com/watch?v=fb1DEBJ3DqQ>

### English:

The right way to process feedback – <https://hbr.org/2022/06/the-right-way-to-process-feedback>

Good Feedback Is a Two-Way Conversation <https://hbr.org/2020/06/good-feedback-is-a-two-way-conversation>

20 Constructive Feedback Examples for Performance Reviews – <https://www.worktango.com/resources/articles/constructive-feedback-examples>

40 Constructive Feedback Examples (and Practical Tips) – <https://folksrh.com/en/blog/constructive-feedback-examples/>

How to give constructive feedback to employees – <https://www.youtube.com/watch?v=QLbOG-mJ5Ho>

How Do You Give Constructive Feedback To Your Manager? – <https://www.youtube.com/watch?v=uf5dxXE-gpA>

How strong is your feedback practice? Take the feedback quiz – <https://feedbacklabs.org/tools-and-training/take-the-quiz/>

What's your feedback style? Take the quiz

<https://www.extemptra.com/2021/04/05/feedback-style-quiz/>

### German:

Feedbackregeln : So geht Feedback geben heute - <https://www.personio.de/hr-lexikon/feedbackregeln/>

Feedback geben: 10 Regeln, Beispiele und Methoden - <https://karrierebibel.de/feedback-geben/>

Gutes Feedback – Regeln für eine wirksame Rückmeldung - [https://www.hochschuldidaktik.uni-freiburg.de/koll\\_hospi/checklisten/feedback](https://www.hochschuldidaktik.uni-freiburg.de/koll_hospi/checklisten/feedback)

Wirksam Feedback geben (Video) - <https://www.youtube.com/watch?v=7KMeQ6hyPBU>

Richtig Kritisieren und Feedback geben, ohne zu verletzen (Video) - [https://www.youtube.com/watch?v=97MTP9z9r\\_E](https://www.youtube.com/watch?v=97MTP9z9r_E)

Feedback geben: Eine Ansage machen ohne zu verletzen! (Video) - <https://www.youtube.com/watch?v=3kmgOmpJaT4>



### Conflict transformation

<https://www.businessnewsdaily.com/8766-resolving-workplace-conflicts.html>

<https://www.pon.harvard.edu/daily/conflict-resolution/conflict-management-styles-pitfalls-and-best-practices/>

[Bendersky, C. \(2003\). Organizational dispute resolution systems: a complementarities model. \*Academy of Management Review\*, 28, pp. 643–656.](#)

[Purcell, J. \(2010\). \*Individual Disputes at the Workplace: Alternative Dispute Resolution\*. Dublin: European Foundation for the Improvement of Living and Working Conditions.](#)

<https://oxfordre.com/psychology/display/10.1093/acrefore/9780190236557.001.0001/acrefore-9780190236557-e-5>



### How to motivate and persuade

[Persuasive Leadership, FORBES article](#)

[The Art of Persuasion in Leadership-youtube video](#)

## [The Leadership Motivation Assessment](#)



### **How to lead by example and create trustful relationships**

#### **Video**

"The Power of Leading by Example" by Simon Sinek

[https://www.ted.com/talks/simon\\_sinek\\_how\\_great\\_leaders\\_inspire\\_action](https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action)

#### **Podcast**

<https://hbr.org/2018/01/podcast-ideacast>

<https://theleadershippodcast.com/>

#### **Article:**

"The Power of Leading by Example" by Simon Sinek

<https://meridianuniversity.edu/content/how-great-leaders-inspire-action-simon-sineks-golden-circle>

The Importance of Leading by Example in Business by Gary Vaynerchuk <https://garyvaynerchuk.com/how-to-lead-a-team-with-empathy-and-kindness/>



### **Team building and teamwork**

1. [7 Team Building Tools that Foster Effective Teamwork-Article](#)
2. [30 Teamwork Quiz Questions and Answers](#)



### **Cross cultural competencies and Diversity**

<https://www.forbes.com/sites/ashleystahl/2021/12/17/3-benefits-of-diversity-in-the-workplace/>

<https://hbr.org/2020/11/getting-serious-about-diversity-enough-already-with-the-business-case>



<https://www.business.com/articles/business-cultural-competence/>

<https://ideas.ted.com/how-to-make-diversity-equity-and-inclusion-a-reality-at-work-not-just-a-mission-statement/>

[Raewf, M., & Mahmood, Y. \(2021\). The Cultural Diversity in the Workplace. Cihan University–Erbil Journal of Humanities and Social Sciences, 5\(1\), 1-6.](#)

[Shore, L. M., Randel, A. E., Chung, B. G., Dean, M. A., Holcombe Ehrhart, K., & Singh, G. \(2011\). Inclusion and Diversity in Work Groups: A Review and Model for Future Research. Journal of Management, 37\(4\), 1262-1289.](#)

### Video Links:

[https://www.ted.com/talks/rocio\\_lorenzo\\_how\\_diversity\\_makes\\_teams\\_more\\_innovative?referrer=playlist-a\\_blueprint\\_for\\_diversity\\_in\\_the\\_workplace&autoplay=true](https://www.ted.com/talks/rocio_lorenzo_how_diversity_makes_teams_more_innovative?referrer=playlist-a_blueprint_for_diversity_in_the_workplace&autoplay=true)



### Critical thinking and problem-solving methodologies

<https://indigohire.com/blog/descartes-square-how-to-make-a-good-choice-in-life-and-in-a-career>

<https://www.cipd.org/en/knowledge/factsheets/pestle-analysis-factsheet/#:~:text=A%20PESTLE%20analysis%20studies%20the,managers%20in%20strategic%20decision%20making.>

<https://www.mindtools.com/amtbj63/swot-analysis>

<https://www.tsw.co.uk/blog/leadership-and-management/six-thinking-hats/>

### Video links:

<https://www.youtube.com/watch?v=uYBaSZY3sl>

<https://www.youtube.com/watch?v=9-NWhwskT04>

<https://www.youtube.com/watch?v=bYn4CyL3r5w>



### Training coaching mentoring

#### English:

Coaching vs Mentoring vs Training – <https://hello-coach.com/blog/coaching-vs-mentoring-vs-training/>

The Differences between Coaching, Training, and Mentoring – <https://www.linkedin.com/pulse/differences-between-coaching-training-mentoring-deirdre-e-orr>

Training, Coaching and Mentoring: What's the Difference? – <https://www.accipio.com/eleadership/coaching-and-mentoring/training-coaching-and-mentoring-whats-the-difference/>

Characteristics of an Effective Coach – [http://www.pacwrc.pitt.edu/Curriculum/521%20SupervisorTrainingSeries-Module3-TheMiddleWorkPhase/Hndts/H016\\_ChrEffCch.pdf](http://www.pacwrc.pitt.edu/Curriculum/521%20SupervisorTrainingSeries-Module3-TheMiddleWorkPhase/Hndts/H016_ChrEffCch.pdf)

Want to be a better coach? 10 Tips to help – <https://www.linkedin.com/pulse/want-better-coach-10-tips-help-megan-dalla-camina-8mrpc>

Discover your coaching style – quiz – <https://coachingquiz.com/>

What makes a good trainer? – <https://www.linkedin.com/pulse/what-makes-good-trainer-tommy-taylor-fbics-i-c-e-cims-nebosh>

How to be a good trainer in four steps – <https://www.learnupon.com/blog/how-to-be-a-good-trainer/>

Corporate trainer mock test – <https://www.vskills.in/practice/corporate-trainer-mock-test>

15 expert tips for first-time mentors – <https://www.togetherplatform.com/blog/how-to-mentor-someone>

Mentoring For The First Time? 14 Tips To Start Off On The Right Foot – <https://www.forbes.com/sites/forbescoachescouncil/2020/03/24/mentoring-for-the-first-time-14-tips-to-start-off-on-the-right-foot/>

The mentoring mindset quiz – <https://www.pushfar.com/mentoring-quiz/>

## German:

Was ist der Unterschied zwischen Mentoring und Coaching? – <https://www.jobteaser.com/de/advices/was-ist-der-unterschied-zwischen-mentoring-und-coaching>

Was ist Coaching und wie unterscheidet sich Coaching von Beratung, Training, Mentoring und Therapie? – <https://www.consciousleadership.club/blog/was-ist-coaching-und-wie-unterscheidet-sich-coaching-von-beratung-training-mentoring-und-therapie>

Training versus Coaching – Was ist der Unterschied? Was unterscheidet den Trainer vom Coach? (Video) – <https://www.youtube.com/watch?v=vDgFEmI632U>

Der ultimative Leitfaden zum Mitarbeiter-Training – <https://www.zavy.io/blog/mitarbeiter-training>

Wie man Mitarbeiter richtig trainiert: TIW Training within Industry (Video) – <https://www.youtube.com/watch?v=D8Us5I4u08c>

So werden Führungskräfte trainings effektiv! '15 Minuten Wirtschaftspsychologie' (Prof. Dr. Kanning) (Video) – <https://www.youtube.com/watch?v=xouVWQNH4fA>

Karriere Ratgeber – Was ist Coaching – und was nicht? – <https://karrierewelt.golem.de/blogs/karriere-ratgeber/was-ist-coaching-und-was-nicht>

Was ist Coaching? – <https://coachingdachverband.at/coaching/was-ist-coaching/>

Was ist Coaching? Definition + Coaching-Gespräch Beispiele Ablauf (Video) – <https://www.youtube.com/watch?v=WhSt7UmJZ-l>

Ist Coaching wirksam? '15 Minuten Wirtschaftspsychologie' Prof. Dr. Kanning (Video) – <https://www.youtube.com/watch?v=FgdoZ9cqBq8>

Mentoring: Definition, Vorteile & 6 effektive Tipps – <https://www.personio.de/hr-lexikon/mentoring/>

Wir wirksam ist Mentoring? '15 Minuten Wirtschaftspsychologie' Prof. Dr Kanning (Video) – <https://www.youtube.com/watch?v=Y3ZqrsZijDo>



#### How to assess performances

[https://www.smartsheet.com/sites/default/files/IC-Employee-Performance-Rubric-9410\\_PDF.pdf](https://www.smartsheet.com/sites/default/files/IC-Employee-Performance-Rubric-9410_PDF.pdf)

<https://www.studentaffairs.ucla.edu/file/27ffebeb-24f7-4818-8412-6af09e1e7c8b>

<https://www.workhuman.com/blog/how-to-measure-employee-performance/>

<https://www.zavvy.io/blog/measure-employee-performance>

#### Video links:

<https://www.youtube.com/watch?v=XRg7wX2-VK8>

<https://www.youtube.com/watch?v=z0iweE5hqwg>