



A LEARNER'S GUIDE

Your guide to enhance and embed leadership skills.

FLIP
FOUNDATIONAL
LEADERSHIP
INDIVIDUAL PERFORMERS





WELCOME

As a confirmed participant on one of the FLIP courses, this guide will help navigate your learning journey.

FLIP is designed as a blended learning experience, consisting of a series of interactive activities and a facilitated workshop to sharpen your leadership skills and increase performance.

As the Chinese proverb says “The best time to plant a tree was 20 years ago. The second best time is now.”

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Welcome to your Learner's Guide.



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FLIP?



Programme
Roadmap



EXPLORE
(Stage 1)



EXPERIENCE
(Stage 2)



EMBED
(Stage 3)



Click on an icon to navigate your way around the guide.

What is **FLIP** ?

**FOUNDATIONAL
LEADERSHIP**
INDIVIDUAL PERFORMERS

'Foundational Leadership for Individual Performers' is a learning portfolio for Individual Performers - those with no line-management responsibility, but often great influence in leading projects, budgets and contributing to performance. This covers about 80% of people in Shell.

The portfolio targets development needs against Shell's Leadership Attributes of Authenticity, Performance, Growth, Collaboration.

These programmes accelerate and support in-role development, addressing a number of skill areas to be more effective in current roles. As well as raising potential for career growth with Shell.



A

AUTHENTICITY

P

PERFORMANCE

FLIP

FOUNDATIONAL
LEADERSHIP
INDIVIDUAL PERFORMERS

G

GROWTH

C

COLLABORATION



Click on each topic for a course overview

How you'll learn

A good place to start with 70:20:10 is to “find the hook into the workplace” for the formal learning to turn into in-role development.



Hover over the different sections of the chart to read a brief description.



Programme Roadmap

The Foundational Leadership for Individual Performers portfolio consists of three stages; EXPLORE (Stage 1), EXPERIENCE (Stage 2) and EMBED (Stage 3).

STAGE 1 - EXPLORE (4 weeks)

VIRTUAL LEARNING ENVIRONMENT

Setting the Stage and Increasing Awareness

- Agree on learning objectives with your Line Manager
- Complete a number of activities in the virtual learning environment, Moodle.

STAGE 3 - EMBED (6 weeks)

VIRTUAL LEARNING ENVIRONMENT

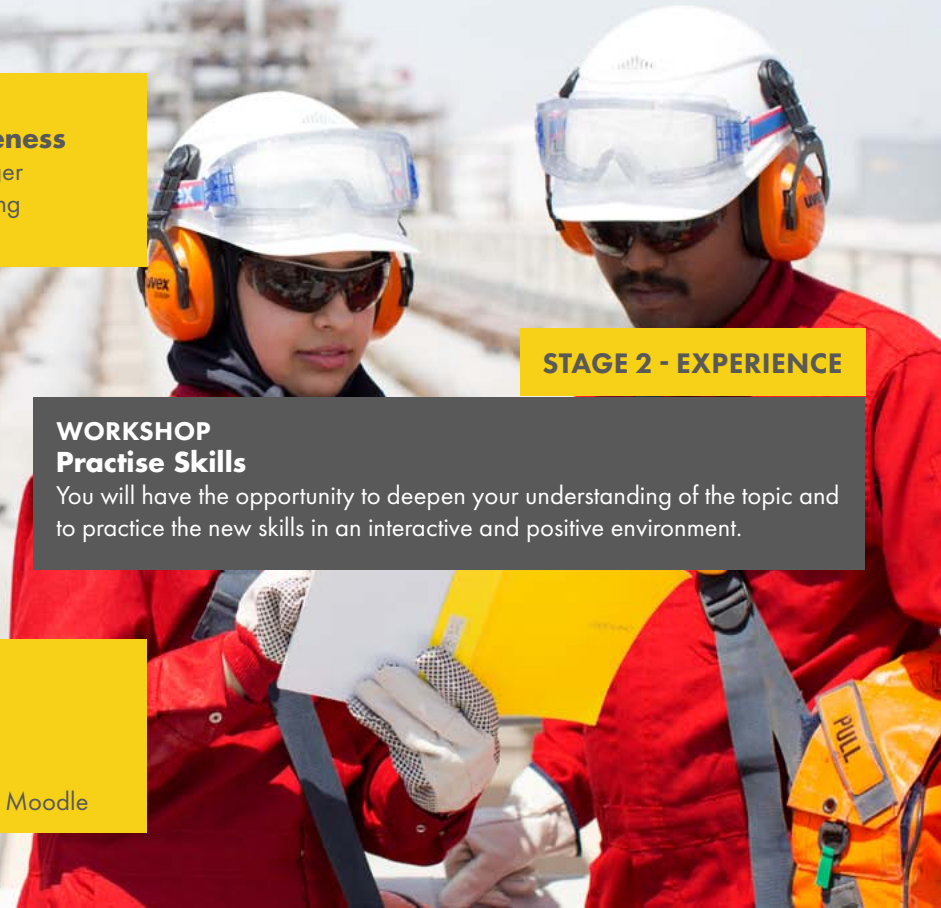
Improve Skills through Application

- Line Manager discussion
- Link and update Individual Development Plan
- Further activities in the virtual learning environment, Moodle

WORKSHOP Practise Skills

You will have the opportunity to deepen your understanding of the topic and to practice the new skills in an interactive and positive environment.

STAGE 2 - EXPERIENCE



EXPLORE (Stage 1)

What do you need to do?

Our aim is to set the stage and increase awareness:

- Capture your initial thinking about Learning Objectives to take into your line manager discussion.
- Complete all your activities – you'll need these to participate in the workshop.
- Find the work opportunities to practice your learning.

Your checklist of activities can be found in Moodle, your virtual learning environment.

Reflection questions



- What behaviour change are you hoping to see as a result of this course?
- What would improvement in this development area mean for you and for overall team performance?
- How does this topic link to Shell's Leadership Attributes and your current Individual Development Plan (IDP)? To view the Leadership Attributes [click here](#).

Are you ready for the workshop? Have you...

- ☑ Had your EXPLORE (Stage 1) development conversation with your line manager?
- ☑ Ensured all work commitments are managed in your absence?
- ☑ Secured approvals for full attendance during the workshop?
- ☑ Referred and understood the *Shell Travel Policy* (if applicable)?

DO



Remember! Complete the 'Acknowledgement' on Moodle when you've completed all the activities.

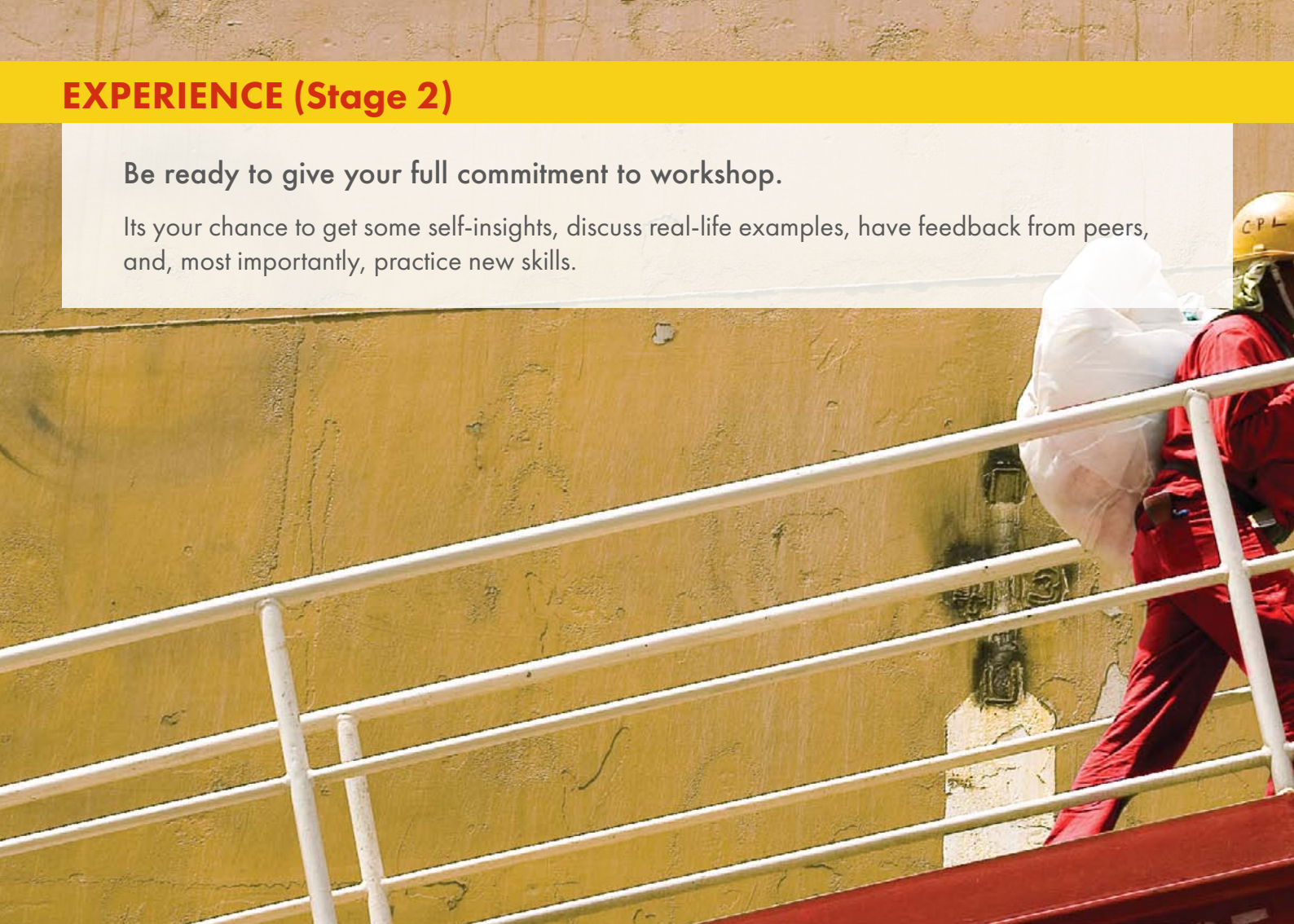


Caution! You may be asked not to attend the workshop if you haven't acknowledged completion of EXPLORE (Stage 1).

EXPERIENCE (Stage 2)

Be ready to give your full commitment to workshop.

Its your chance to get some self-insights, discuss real-life examples, have feedback from peers, and, most importantly, practice new skills.



EMBED (Stage 3)

What do you need to do?

Our aim here is to improve skills through application:

- Chat with your line manager on how they can support you. Ask for feedback and ideas to add to your plans.
- Practice is the only way to improve, so challenge yourself to take on opportunities.

Your checklist of activities can be found in Moodle, your virtual learning environment.

Example questions

- What key points did you learn from the course?
- What specific opportunities have you identified to put your learning into action? What Stage 3 activities need to be undertaken?
- How and when will you implement what you have learned?
- What additional support do you need from me and from the rest of the team?

Enjoy the course

You may now navigate back to Moodle to continue your learning journey!

