



### **Training courses NWO Academy**

Do you want to focus on the competencies we want to develop throughout the organisation, on what is important for your job and working in projects, or on strengthening your knowledge and skills and the functioning of the team? The NWO Academy is there for you.

NWO encourages employees' personal and professional development, and it seeks to optimally match employees' knowledge and skills with the wishes and needs of the organisation.

Registration

Participation is not free of charge. If you want to participate in a training course, then you should first consult your line manager. Register in good time (at least two weeks before the course starts) by sending an email to [nwoacademy@nwo.nl](mailto:nwoacademy@nwo.nl) stating which course you wish to follow and when.

Cancellation

You can cancel your registration free of charge up to four weeks before the course starts. If you fail to do this on time and you do not turn up for the training course, then the costs will still be charged to the domain or department where you work. You can also register a colleague to take your place on the training course, but you must do that in advance via [nwoacademy@nwo.nl](mailto:nwoacademy@nwo.nl).

### **Overview 2018**

#### **Introductory meeting new employees**

Tuesday 4 December 2018

09.30 – 12.30 hours

The Hague

NWO wants new employees to quickly feel at home and know their way around. We therefore organise an introductory meeting for new employees four times a year. The meeting programme is aimed at getting to know each other. You meet other new employees and Caroline Visser, vice president of the executive board. She tells you about her background and her vision for NWO. We introduce you to 'our way of working'. We also ask you to share your fresh perspective with us: how can we make NWO an even better and more interesting place to work?

#### **Training Team Up**

Date and location negotiable

In a team context

In a strong team, you know how you can support each other. You value and challenge each other, and you talk about mistakes when necessary. Such a team can be realised by deliberately working on mutual communication and collaboration.

In the Team up training course, you get to know each other even better in a relaxed manner. You gain insight into each other's qualities. You brainstorm about points of improvement in the collaboration and come up with concrete actions to implement them.

The Team up training course is always offered in a tailored manner that suits the wishes of the team and the developments the team needs to deal with. For example, you can either choose to focus on getting to know each other's behavioural styles (DISC) or strengthen each other's talents (StrengthsFinder test) in the team.

### Outcomes

- You have thought together with colleagues about the success criteria of the team.
- You know which factors in the team facilitate and hinder collaboration.
- You are aware of the behavioural styles of colleagues and you know how your style best fits within this (option 1).
- You know each other's five most important talents and you have jointly investigated how each person can work using his or her strengths (option 2).
- You have jointly thought about the future of your team.

### Programme

In the Team up training course, you are made aware in a refreshing manner that work pleasure is the basis for a strong team. The training course has an active, fun and personal character with various team tasks. In the over the line game, you get to know each other better and appreciate each other more. You discover each other's motives and qualities and discover how you can support each other. In the Team Up brainstorm, you reflect on the successes and the points of improvement in the collaboration.

Additional programme: Reveal your colour

Every team member completes a behavioural style test (DISC). This test reveals which colour and therefore which behavioural style best matches you. During team exercises, you discover each other's preferred behaviour and what the qualities and points of attention of this behaviour could be in the mutual collaboration. Understanding each other's behavioural preferences and how to best match these with each other will make your team more close knit and successful!

### Additional programme: Talent finder

Every team member completes the Clifton StrengthsFinder test (online test, complete before the training, takes one hour). The test reveals your five most important talents. You identify where these talents played a role earlier in your life, you make an overview of your current tasks, and you consider which of these tasks match your talents and which do not. As a team, you determine whether tasks can be swapped so that everybody can work more using his or her strengths. You make a team talent plan with concrete intentions to enable everyone to develop their talents.

### Duration

One day (09.00 to 16.00 hours). And a three-hour return session (kick forward).

### Registration

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### **Training Feedforward**

Date and location negotiable

In a team context

Feedback has many advantages and is essential in the learning working environment. By giving and receiving feedback, you learn from your colleague and they learn from you. It accelerates your personal development, improves the working atmosphere and ensures an open culture.

Through feedback, you improve the quality of your work and accordingly the success of NWO. Feedback also stimulates your commitment, and you learn to work on a joint result. So, instead of feedback, perhaps the term feedforward would more be more appropriate. You can only really speak of an open culture if giving and receiving feedback is an everyday 'on the spot' activity. That is the approach of this training course in which feedback becomes easy and pleasant to give and receive.

### Outcomes

- You know the basic skills needed to give and receive feedback, and you have practised these.
- You see feedback as the basis for personal development and work pleasure, and know your own motivation for encouraging an NWO culture of approachability.
- You have more insight into how you communicate, and you know your points of attention in this regard.
- You deal with difficult communication situations in a more professional manner.
- You have experienced that feedback can be pleasant and easy to give and receive.

### Programme

The Feedforward training course starts with the King forward game in which you experience how you give feedback and how feedback can benefit you. You experience which obstacles you feel in giving feedback, and you learn what the conditions for a good feedback conversation are. Based on the Lencioni pyramid, you discover the importance of trust for feedback. You do the phone exercise and phone a friend (family, acquaintance etc.) and ask for a tip and a top. In active and fun exercises, you practise with the formula for giving and receiving feedback. You brainstorm in subgroups about your ideal 'feedforward culture' and what you need to achieve this.

### Practising feedforward with an actor

In the afternoon you practise giving and receiving Feedforward with a professional training actor based on your actual case. For example, you practise asking the right questions, finding the right tone in a feedback conversation and giving a colleague tips for improvement.

### Duration

One day (09.00 to 16.00 hours), of which part is spent practising with an actor. And a three-hour return session (kick forward).

### Registration

Participation is not free of charge. If you want to participate in a training course, then you should first consult your line manager. Register in good time (at least two weeks before the course starts) by sending an email to [nwoacademy@nwo.nl](mailto:nwoacademy@nwo.nl) stating which course you wish to follow and when.

## **Overview 2019**

### Performance & Appraisal training courses, advanced

Tuesday 22 January 2019

09.30 – 13.30 hours

The Hague

Send an email to [nwoacademy@nwo.nl](mailto:nwoacademy@nwo.nl) for more information.

### Performance & Appraisal training courses, beginner

Thursday 24 January 2019

09.30 – 16.30 hours

The Hague

Send an email to [nwoacademy@nwo.nl](mailto:nwoacademy@nwo.nl) for more information.