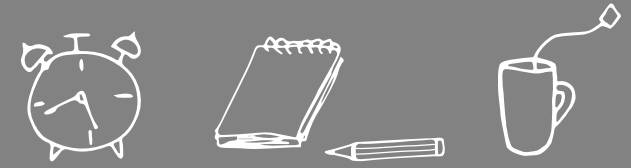# Helping your business to shine offline

Thank you for your interest in the work we do at Shine Offline. We are the UK's leading digital wellbeing at work experts and our vision is to improve digital workplace culture.

This document details the Shine Offline sessions which have been designed to create a digital wellbeing and management programme to support employees. The majority of sessions can be experienced as standalones.

All sessions are continually updated and have been developed with the move to hybrid working and the resulting increase in reliance on digital technology in mind.

Multiple session booking discounts apply and once desired programme elements have been identified a revised fee will be proposed by the Shine Offline team.

Understanding the impact of the learning

Multiple session programmes include a final report comprising all insights and learnings as well as reported impacts on participants collated from an anonymous impacts survey at the end of the programme.

Building healthy digital habits in today's always on world

Interactive 60 minute session suitable for employees at all levels

This practical and uplifting session empowers participants to create positive digital habits to protect work life balance, mental health, relationships and focus in a world where hybrid working has become the norm and we are more reliant on our digital technology than ever before. An ideal introduction to digital wellbeing and management to kick off a programme, this session also works well as a standalone.

Session includes:

- Up to date research on current behaviours and evidence from the worlds of psychology and neuroscience

- Real life examples of positive changes people and organisations have made to digital behaviour and strategies to support flexible and hybrid working

- Tangible, practical tools and tips that can be used at individual and team level to ensure professional and personal technology is used in a sustainable, intentional way and plays a positive role

- Opportunity for participants to share their current digital habits and intentions for change

- An anonymous feedback survey which will gain insight into the digital habits of participants, intentions for change and the appetite for improvement and learning. This can also incorporate a poll of deep dive webinar options for employees to choose from

- 2 x tailored aftercare emails developed using insights from polling participants delivered in the weeks following the session to support behaviour change

TEAM PROGRAMME

This bespoke programme drills down into the digital behaviours of a group of colleagues or a small business and equips them to openly communicate and work together to develop positive digital habits with the aim of improving performance, wellbeing, collaboration and work life balance. The programme comprises a 90 minute kick off session and a 75 minute reflective session 4–6 weeks later. It is possible to run the 90 minute session as a standalone.

90 MIN KICK OFF SESSION

Working together to create a healthy digital culture in our team

Session includes:

- Opportunities for colleagues to share existing individual and team digital habits and intentions for change

- Reflection on role colleagues play in creating the digital culture at work, individual differences and the power of modelling good digital habits

- Real life examples of positive changes teams have made to digital behaviour and strategies to support hybrid working

- Practical tools and tips that can be used at individual and team level to ensure professional and personal technology plays a positive and enhancing role

- Tailored aftercare incorporating a document outlining the areas of digital behaviour at work that should be taken into consideration when trying to improve workplace digital culture

- A feedback report created from pre-session insights survey, anonymous survey at close of session and results of interactive in-session polls. The report gives insight into how session has been received, current digital wellbeing, intentions for change and any further appetite for learning

75 MIN REFLECTIVE SESSION

Embedding the change to create a healthy digital culture in our team

The reflective session creates an opportunity for participants to come together 4–6 weeks later to reflect on experience.

Session includes:

- An anonymous pre-session survey sent to all participants to gain insight into their experiences in the weeks following the kick-off session. Findings are used to tailor the session

- A re-visit of the learnings from the kick-off session which colleagues can reflect and comment on following their own investigation into improving digital behaviours

- Specific focus on areas that have been identified in the anonymous survey that participants would welcome further support with

- The chance to share successes, challenges and lessons learned and make collective intentions to ensure a healthier digital culture within their team

- An impact report which gives insight into how the programme has been received and its impact on the team

TEAM AWAY DAYS

Rehumanising collaboration in the modern workplace

Real change happens when training is experienced together but often those who benefit the most are least likely to engage. Team days are the perfect opportunity to put digital wellbeing on the agenda.

Encouraging colleagues to make the most of in-person time and discuss working practises helps build strong relationships and trust leading to improved collaboration and healthier working cultures.

These fun and interactive sessions are designed specifically for team days when colleagues have the opportunity to come together. They enable them to consider and discuss digital behaviours and the impact these have at individual, team and cultural levels.

The sessions serve as a call to action to make the most of the day and increase awareness of how digital can impact focus on the agenda and time together.

MANAGEMENT PROGRAMME

This programme, tailored for individual businesses, empowers leaders and people managers to improve their own digital wellbeing and encourage positive digital habits amongst their workforce in the new hybrid world. The programme comprises a 90 minute kick off session followed by a 75 minute reflective session 4–6 weeks later. The 90 minute kick off session 'Improving digital behaviours for you and your team' can also be run as a standalone session.

90 MIN KICK OFF SESSION

Digital leadership – Building healthy digital habits for you and your people

Session includes:

- Opportunity for people managers to share their experiences and challenges, current individual and team digital habits and intentions for change with each other

- Real life examples of positive changes people and organisations have made to digital behaviour and strategies to support flexible and hybrid working

- Reflection on the role managers play in creating a positive digital workplace culture by modelling good tech habits

- Tangible, practical tools and tips that can be used at individual and team level to ensure professional and personal technology plays a positive role

- Tailored aftercare incorporating a document outlining the areas of digital behaviour at work that should be taken into consideration when trying to improve workplace digital culture

- A feedback report created from pre-session insights survey, anonymous survey at close of session and results of interactive in-session polls. The report gives insight into how session has been received, current digital wellbeing, intentions for change and any further appetite for learning

75 MIN REFLECTIVE SESSION

Learning from each other to move towards a better digital workplace culture

The reflective session creates an opportunity for participants to come together 4–6 weeks later to share highs, lows, benefits and obstacles of adjusting digital behaviours.

Session includes:

- An anonymous pre-session survey sent to all participants to gain insight into their experiences in the weeks following the kick-off session. Findings are used to tailor the session

- A re-visit of the learnings from the kick-off session which participants can reflect and comment on following their own investigation into improving digital behaviours

- Specific focus on areas that have been identified in the anonymous survey that participants would welcome further support with

- The chance to learn from each other's successes, share insights into areas that benefited as a result and discuss ongoing challenges

- Tailored aftercare sent to participants in the weeks following the session to support behaviour change

- An impact report which gives insight into how the programme has been received and its impact on the leaders and in turn their staff

DEEP DIVE SESSIONS

Pre-recorded 30 minute sessions

These webinars have been developed specifically to address the challenges currently facing employees whose reliance on digital technology has changed due to hybrid working. The webinars are designed to be built into an integrated programme of learning following the foundation webinar, manager kick off and team kick off, but can also be purchased as standalones. Informative and practical they increase awareness of today's digitised world on various elements of working life and empower participants to make realistic, meaningful improvements to their digital behaviours.

PERFORMANCE

Managing digital distractions for improved focus in an ever-changing world

This session examines the impact digital distractions have on performance and wellbeing and considers what can be done to regain control of focus and attention.

Participants are invited to reflect on their current digital behaviours during the working day and offered numerous practical ideas of improvement that can be made to minimise digital distractions.

The session will help to ensure employees are able to thrive, work towards a culture of trust rather than constant connectivity and do their best work whether working from home or at the office.


RECHARGE

Always on? The importance of downtime and work life balance in a 24/7 world

In a world where 'always on' is the norm, this session considers the impact digital technology has had on our potential to rest and recharge and protect work life balance.

Participants will consider their current digital habits and learn how rest and recovery are the foundations of positive mental health.

Laura will share a variety of practical behavioural adjustments that will demonstrate how proper downtime can boost professional performance and ensure employees avoid burnout.
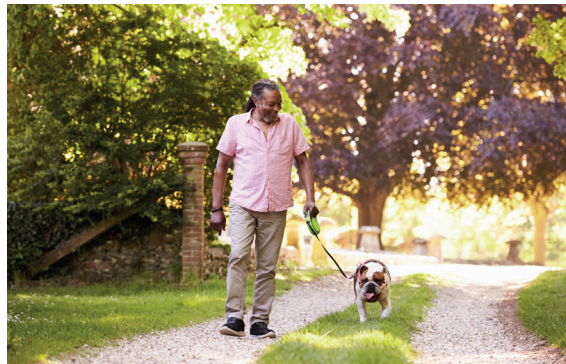
COLLABORATION

Maximising collaboration, and minimising digital overload and Zoom fatigue, when working in a hybrid way

This session supports colleagues to maximise the digital technology available to them to communicate with each other whilst working in a hybrid way to ensure effective collaboration.

Participants will be invited to reflect on the limitations of connecting through digital technology and the importance of being mindful, explicit and open in all communications.

Laura will invite them to consider the importance of ensuring the best communication method is used to help build good working relationships whilst minimising digital overload.

For more information and to discuss developing the right programme for your people please contact Anna on anna@shineoffline.com