

How to Shine Offline and bring the Mindful Business Charter to life



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.

As the Mindful Business Charter's digital wellbeing partners we have developed a suite of learning programmes to help you improve the digital culture at work and embed the charter's pillars within your organisation.

We live in a 24/7 digital world, for many long hours and a degree of stress are unavoidable. Through our work Shine Offline challenge businesses, leaders and employees to be brave, start the conversation about the limitations of the digital workspace, and strive to find better ways of working.

This document details the sessions which have been designed to create a digital wellbeing programme to support employees in MBC signatory organisations. 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. Get in touch with us at mbc@shineoffline.com for details on fees.

Helping you promote the programme

To help you recruit participants for MBC digital wellbeing programmes we can provide:

- A short, punchy session description, incorporating the value of the learning for participants
- A short promotional video tailored specifically for your organisation and delivered by Laura Willis, Shine Offline co-founder and training facilitator
- Laura's bio which details her experience in delivering digital wellbeing training to MBC organisations

Understanding the impact of the learning

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

Digital wellbeing and the Mindful Business Charter: 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 raises employees' awareness about the MBC, its aim to lower unnecessary workplace stress and its connection to digital wellbeing. It invites participants to consider their current digital behaviours and empowers them to create more positive digital habits to protect work life balance, mental health, relationships and performance. An ideal introduction to get people thinking about the MBC and digital wellbeing at work to kick off a learning programme, this session also works well as a standalone.

The session which is structured around the 4 MBC pillars includes:

- Up to date research on current behaviours and evidence from the worlds of psychology and neuroscience
- Consideration of impact of poor digital behaviours on the wellbeing and performance of individuals and those they work with
- Real life examples of positive changes made within MBC signatory businesses 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 the MBC's pillars are brought to life and professional and personal technology is used in a sustainable, intentional way



- 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
- 2 x tailored aftercare emails developed using insights from in session polls delivered in the weeks following to support behaviour change and encourage participants to realise the value of improved digital behaviours to improve workplace culture, reduce stress and improve wellbeing

Sharing your digital wellbeing journey – a reflective session

4-6 weeks later participants can return to reflect on their intentions for digital behavioural changes, share highs and lows, and learn from each other. Pre-session an anonymous survey is sent to all participants who are given the chance to share their experiences. These are used to tailor the session for the group.

NEW ONLINE LEARNING: **DIGITAL WELLNESS AT WORK**

We are proud to reveal our new 6 week, 6 module online learning programme Digital Wellness at Work

Developed in collaboration with the MBC, this self-managed programme is the ideal way to engage staff in digital wellbeing at work training.

With a time commitment of 30 mins per week, the programme will help raise awareness of the MBC within your organisation and help colleagues make the appropriate adjustments to digital habits for an improved digital workplace culture.



TEAM PROGRAMME

This programme drills down into the digital behaviours of a group of colleagues. It equips them to openly communicate and work together to develop positive digital habits at work and bring the MBC to life with the aim of improving performance, collaboration, work life balance and overall wellbeing.

The programme comprises a 90 minute kick off session and a 75 minute reflective session 4–6 weeks later. The 90 minute kick off session can also be run as a standalone session.

90 MIN KICK OFF SESSION

Working together to create a healthy digital culture within your team

The session which is structured around the 4 MBC pillars includes:

- Opportunities for colleagues to share existing individual and team digital habits and intentions for change with each other
- Reflection on the 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 within MBC signatory 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 plays a positive and enhancing role in line with the MBC's 4 pillars
- A feedback report created from an anonymous survey at close of session and results of interactive in-session polls. The report gives insight into current digital behaviour and intentions for change to help bring the MBC to life and any further appetite for learning

75 MIN REFLECTIVE SESSION

Embedding the change to create a healthy digital culture in our team and bring the MBC to life

The reflective session creates an opportunity for participants to come together 4–6 weeks later to reflect on the journey they have undertaken to improve collective digital behaviours and make the MBC a reality at work.

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 in line with the MBC's 4 pillars
- The chance to share successes, challenges and lessons learned and make collective intentions to ensure a healthier digital culture within their team
- Specific focus on areas that have been identified in the anonymous survey that participants would welcome further support with
- Tailored aftercare to support individual and collective behaviour change incorporating a document outlining the areas of digital behaviour at work that should be taken into consideration when trying to improve workplace digital culture
- An impact 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

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 and make practical steps towards embedding MBC principles.

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 invites leaders and people managers to consider the MBC's 4 pillars in line with positive digital behaviour at work and the important role they play within the culture of their organisation. It empowers them to improve their own digital wellbeing and encourage positive digital habits amongst their workforce in the new hybrid world, thereby improving the digital workplace culture.

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 can also be run as a standalone session.

90 MIN KICK OFF SESSION

Digital leadership – Building healthy digital habits for you and your people to help bring the MBC to life

The session which is structured around the 4 MBC pillars includes:

- Opportunity for people managers to share their experiences and challenges, current individual and team digital habits in line with the MBC's 4 pillar, and intentions for improvement with each other
- Real life examples of positive changes MBC signatory organisations have made to digital behaviour and strategies leaders can use 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 and unnecessary workplace stress is lowered
- 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 an anonymous survey at close of session and results of interactive in-session polls



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, successes and challenges 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 and trying to bring the MBC to life at work
- Specific focus on areas that have been identified in the survey that participants would like 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 in line with the MBC's 4 pillar
- Tailored aftercare sent to participants in the weeks following the session to support behaviour change
- An impact 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



These 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 to help embed the MBC.

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. Looking to the pillars around 'openness and respect' and 'mindful delegation' 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, in line with the MBC pillar 'respecting rest periods'. 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. Developed with the 'smart meetings and communications' pillar in mind, 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, ensuring the best method is used to help build good working relationships whilst minimising digital overload.



ANNUAL SUPPORT PROGRAMME

Centred around MBC and digital wellbeing at work themes, our annual programme incorporates various elements including live and pre-recorded webinars, digital wellbeing consulting services, and MBC-specific digital wellbeing

at work content delivered throughout the year. The cost-effective programme will help keep the conversation about positive digital habits on the agenda within the business and support staff to prioritise healthy digital behaviours.

We have delivered learning for the following MBC signatories:



ALLEN & OVERY

ashurst



MILLS & REEVE

Linklaters



VISA



“This training course has been so eye-opening. I have changed my digital habits and feel far happier (my stress levels have gone down and I strangely feel more productive than ever despite working fewer hours). Thank you so much for helping me to re-think my approach.”

“One of the best courses I have attended”

“Great session. It should be compulsory for everyone!”

“Excellent session – I didn’t think it would have such an impact on me but I have a lot of takeaways to put into practice”

“Shine Offline’s thought-provoking content and practical, realistic solutions have challenged the General Counsel and Risk & Business Acceptance teams at the firm to consider the ways in which they are working and what can be realistically done to improve digital behaviours individually and as a team.

The programme has helped us to work smarter, communicate better and address bad habits that were leading to unnecessary workplace stress.”

David Handy, Partner, General Counsel and Partnership Secretary, Addleshaw Goddard LLP

MBC signatory participant comments 2022

For more information on all of our MBC products please email mbc@shineoffline.com



be brave.

