

PNO Capability Training

PNO's Capability training is a place you go to learn and advance your job-related capabilities. We aim to offer a series of courses open to all PNO employees. We offer these courses to bring new ways of thinking about how we work consistently. We strongly believe in and support learning as an ongoing journey.

The courses we will offer during the year cover general business, social and behavioral skills (soft skills). The classes will come in the format of digital platforms/solutions and in-person sessions. We aim to create a place to learn, share, and for experts to contribute. It should be an add-on to the most important learning method; team members take time to help and learn from each other.

CATALOGUE, 2023

1. PRESENTATION SKILL

This course reinforces your ability to deliver great presentations virtually and in person. Delivering and building inspiring presentations is vital in getting your message across, whether a speech or a sales presentation. Presentation skills are required in almost every field, and most of us are required to give presentations on various occasions. This course is designed to improve your presentation skills.

WHY

There is no single set of rules that apply to all presentations. However, there are some things that every presentation opportunity has in common that will be unpacked during this course, i.e., Effective opening and closing, the meaning of the body language, creating engagement with the audience, etc.

We partnered with speaker and author [Anders Gisselmann](#) as our tutor for this course. Anders has worked within this field for 20+ years, training business leaders, politicians, public speakers, etc.

HOW?

You will be invited into two sessions of 3 hours with your colleagues. Each session is a 3 hours session physically in Copenhagen. Between sessions 1 and 2, you will be asked to reflect upon the lesson and share your reflections during the next session. The time investment is 6 hours in total divided between two sessions.

HOW TO ACCESS:

Request a spot by reaching out to Solvej. It is first-come, first serve to secure a spot.

PRACTICAL:

The sessions run from 10:00 - 13:00. The next session is scheduled for June *13th and 14th*. The session group is a min. of 8 and max. 10 participants.

DEADLINE:

The registration deadline is May 30th (reach out to Solvej)

2. ENGLISH LANGUAGE COURSE

This course aims to improve your business English capabilities to help you work more effectively when communicating in English. Through this course, you will improve your spoken and written English fluency.

WHY

Refreshing or improving your English language skills is a great way to invest in yourself. Expressing yourself precisely and accurately in English in a business or personal situation is always rewarding.

We have partnered up with the tutor Jennifer Cantrell, a trained English (native) teacher who has trained thousands of corporate employees in the US and Denmark for more than 10+ years.

HOW?

You will be invited to join a 12-week program with your colleagues. Each session is a 2 hours virtual session. The time investment is 2 hours spread over 12 weeks.

HOW TO ACCESS:

Request a spot by reaching out to Solvej. It is first-come, first-serve to secure a spot.

PRACTICAL:

The sessions run from 10:00 - 12:00. The first session takes off on February 6th. The session group is a min. of 4 and max. of 6 participants.

DEADLINE:

The registration deadline is May 30th (reach out to Solvej).

3. VALUE SESSION

The value sessions are based on value lessons created by John Maxwell who is an American author, speaker, and pastor. He has written many books primarily focusing on leadership - the laws of leadership and the indispensable qualities of a leader. Maxwell is all about transformation and unlocking this potential to grow and become a better self.

WHY?

Maxwell says leaders must first apply leadership principles to themselves, beginning with "good values," which give you the moral authority and credibility to lead others.

"When people learn good values, and then they live them, they become more valuable. They become more valuable to themselves, they become more valuable to their families, they become more valuable to their neighbors," he says. It is what he calls the "values lift." The cornerstone of those values is living by the Golden Rule, where you treat others the way you'd like to be treated.

According to Maxwell, the most effective way for leaders to discuss values is to share them in small groups, or what he calls "transformation tables." We invite you to 6 "transformation tables" sessions where we talk about six core values, i.e., listening, forgiveness, etc.

Read more about the principles behind John Maxwell's transformation tables:
<https://www.changeyourworld.com/>

HOW?

You will be invited into six sessions with your colleagues. Each session is 1 hour, and you will be asked to prepare in advance by reading the relevant material ahead of the session. The preparation time is max. 15 minutes. All sessions are virtual.

Between the sessions, you will be asked to reflect upon the lesson and share your reflections during the next coming session.

HOW TO ACCESS:

Request a spot by reaching out to Solvej.

PRACTICAL:

The sessions run virtually every Friday (for six weeks), 13:30 - 14:30 (1 hour).
The next session startup is on *April 28th*.

4. COACHING

This coaching program will help equip you with a deeper understanding of yourself and your role, and the environment you are in. Most of us have solutions to most questions, but we do not have immediate access to these solutions consciously. Through coaching, you become more conscious of the thoughts, the patterns of behavior, the potential, and the obstacles to achieving your goals.

WHY

The coachee will, during these sessions, gain a better understanding of how you think, the patterns you may have developed unconsciously over time, and identify potential obstacles that are standing in your way. Together with the coachee, you will cover bespoke topics that will help the coachee break down any barriers you may have that are keeping you stuck at the moment to get yourself moving in the direction you need and want.

We are happy to share that Pernille Baumann will be our coachee for this program. Pernille has led global HR teams for more than 15 years, and is a seasoned coach and thought leader within the field of coaching and leadership.

HOW?

You will be invited to join six one-to-one virtual coaching sessions over eight months.

HOW TO ACCESS:

Request a spot by reaching out to Solvej. It is first-come, first-serve to secure a spot.

PRACTICAL:

Each session is 45 minutes and is done through Zoom with your coachee, and you will agree upon the date and timing directly with your coachee.

DEADLINE:

The registration deadline is May 17th (reach out to Solvej).

5. WOMEN IN LEADERSHIP

Women In Leadership coaching is a personalized journey from where you are today in your business and personal context. It is about your whole self, and it is about covering bespoke topics that will help the coachee break down any barriers you may have that keep you stuck to get you moving in the direction you want. It is about the willingness and the courage to move on and access your full potential, your untapped resources you have not used until now.

WHY

The coachee will, during these sessions, gain a better understanding of how you think, the patterns you may have developed unconsciously over time, and identify potential obstacles

that are standing in your way.

We are happy to share that Pernille Baumann will be our coachee for this program. Pernille has led global HR teams for more than 15 years, and is a seasoned coach and thought leader within the field of coaching and leadership.

HOW?

You will join a group of 6 - 8 other women from PNO. Coaching is offered for 4x 60 min one-to-one sessions and 6 x 60 min group sessions. It also includes a 90-day follow-up group call to ensure accountability.

HOW TO ACCESS:

Request a spot by reaching out to Solvej. It is first-come, first-serve to secure a spot.

PRACTICAL:

Each session runs through Zoom with your coachee, and you will agree upon the date and timing directly with your coachee.

DEADLINE:

The registration deadline is May 17th (reach out to Solvej).

6. LEADERSHIP - next

This track is for anyone who wants to pursue a leadership role/actively or has just stepped into leadership and wants to strengthen awareness of how to work, how to lead, how to behave, what motivates, and how results are best obtained. This is similar to Women in Leadership, however, specifically targetting men or any denomination.

WHY

The program will help the participants find their direction, reflect on, and identify what may hold them back. It takes a deep look at blind spots, how we are thinking, and the results we are getting, and it will show them how to "think into results."

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HOW?

You will join a group of 6 - 8 other members from PNO. Coaching is offered for 4x 60 min one-to-one sessions and 6 x 60 min group sessions. It also includes a 90-day follow-up group call to ensure accountability.

HOW TO ACCESS:

Request a spot by reaching out to Solvej. It is first-come, first-serve to secure a spot.

PRACTICAL:

Each session runs through Zoom with your coachee, and you will agree upon the date and timing directly with your coachee.

DEADLINE:

The registration deadline is May 17th (reach out to Solvej).

7. BEING COMFORTABLE AND UNCOMFORTABLE

Our "relationship" with Diversity, Equity, and Inclusion is very personal and a topic we can feel uncomfortable discussing in front of peers *until we get a deeper understanding of how it drives our communication, how we think about it, and how we feel about it*, each participant in this track will have 5 coaching sessions with the coachee one-to-one of 60 min each, where you will look at Difficult Conversations, Bias, Values, Beliefs, Blind Spots, and Attitude. This approach will give the participant a deeper understanding of how they feel, why they feel that way, and what it does to their communication style.

WHY

The coachee will, during these sessions, gain a better understanding of how you think, the patterns you may have developed unconsciously over time, and identify potential obstacles that are standing in your way.

We are happy to share that Pernille Baumann will be our coachee for this program. Pernille has led global HR teams for more than 15 years, and is a seasoned coach and thought leader within the field of coaching and leadership.

HOW?

You will join a group of 6 - 8 other members from PNO. Coaching is offered for 5 x 60 min one-to-one sessions and 3 x 60 min group sessions. It also includes a 90-day follow-up group call to ensure accountability.

HOW TO ACCESS:

Request a spot by reaching out to Solvej. It is first-come, first-serve to secure a spot.

PRACTICAL:

Each session runs through Zoom with your coachee, and you will agree upon the date and timing directly with your coachee.

DEADLINE:

The registration deadline is May 17th (reach out to Solvej).