

PNO Capability Training

PNO's Capability Training is a place to learn and advance your job-related capabilities. We aim to offer a series of courses open to all PNO employees. We want to encourage everyone at PNO to grow, learn, and achieve amazing things. 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, 2024 - Q1

1. 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.

Please define your motivation and desired outcome for wanting to go on the coaching track when requesting 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 January 31st (reach out to Solvej).

2. BODY/MIND/SOUL

This program gives you insight into and knowledge about how you build more resilience, robustness, increased well-being, and quality of life by combining knowledge of brain functions and the dynamics of the psyche. You will learn about the importance of nutrition, sleep, and exercise, and you will run through practical and concrete measures that help us understand the importance of our microbiome/intestinal flora.

WHY

The tutor will, during these sessions, teach you how to prevent and reduce stress, anxiety, and depression, strengthen your nervous system and resilience by practicing mindfulness, and how we can integrate simple mindfulness and yoga exercises in a daily working day and also in that way create the foundation for both personal, inner peace.

We are happy to share that Helen Eriksen will be our tutor for this program. Helen brings years of experience and know-how into this field from her roles as a psychologist, speaker, and author.

HOW?

You will be invited to join two sessions over three months. The session length is 2 hours and it is conducted virtually. Homework between the sessions will be given (approx. 1.5 hours of homework)

HOW TO ACCESS:

Request a spot by reaching out to Solvej. It is first-come, first-serve to secure a spot. Please define your motivation and desired outcome for wanting to go on this track when requesting a spot.

PRACTICAL:

This program is set for a minimum of 15 participants. Ahead of joining the program, you will be sent a questionnaire to fill out from the tutor to get you well off the ground ahead of the program starting.

DEADLINE:

The registration deadline is February 9th (reach out to Solvej).

3. 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 February *21st and 22nd*. The session group is a min. of 8 and max. 10 participants.

DEADLINE:

The registration deadline is February 19th (reach out to Solvej)

4. 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 (can be adjusted).

The session group is a min. of 4 and max. of 6 participants.

DEADLINE:

The registration deadline is January 22nd (reach out to Solvej).

5. 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 March 8th.

6. 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 March 22nd (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 February 29th (reach out to Solvej).

8. KNOW YOUR BIAS

Diversity, Equity, and Inclusion is a key focus area for PNO. We offer this course to help navigate the diverse and complex world we live in. To truly create a culture of belonging, we must actively educate ourselves, and that is done via this course.

WHY

This type of training in “know your bias” can help you identify and address your own biases, become better allies to marginalised groups, and create a more inclusive and supportive environment for everyone.

Unconscious bias training delivers:

Everyone has unconscious biases, and it's essential to acknowledge and address them to create a more inclusive workplace.

Awareness is the first step towards addressing bias, and there are many practical tools and strategies that individuals and organizations can use to identify and mitigate unconscious bias.

Creating a culture of inclusion and equity requires ongoing effort and commitment and a willingness to learn, reflect, and take action to make lasting change.

HOW and PRACTICAL:

You will do this training at your own pace and join a course online. You join when and where you want. Please schedule 5 hours for this education.

The course is offered via The Other Box.

HOW TO ACCESS:

Request a spot by reaching out to Solvej.

9. BREATHWORK

We all live busy lives, which is commonly accompanied by shallow breathing. Breathing deeply is one of the fastest ways to stimulate the parasympathetic nervous system, the relaxation response, which will make you feel relaxed.

WHY

Learning how to breathe properly can help us achieve a better balance in our work and

home lives. In this course, we will work towards unlocking the potential of the breath. You will learn various techniques that you can quickly implement both in your day-to-day life at work and home to achieve balance in the body and mind and learn to manage stress.

We are happy to share that Sherina Kuravilla will be our trainer for the sessions. Sherina is a certified trainer in breathwork.

“As I’ve worked in the corporate world for more than 20 years, I’ve gone through seasons of high stress where I haven’t been aware of the importance of breath in my work-life balance. I’ve found since engaging in this how this simple activity allows me to work more effectively and achieve a better balance in my life overall,” says Sherina.

HOW?

You will join a group of 6 - 8 other members from PNO. The sessions are offered for 6 x 15 min twice weekly to get anchored in our daily routines.

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 Teams with the trainer twice a week at 08:15 in the morning.

DEADLINE:

The registration deadline is February 29th (reach out to Solvej).

10. HEALTH - NUTRIENT PART 2

Feeling healthy and staying healthy sounds great, but it can be challenging to follow a healthy path. We are heading into a season with weather changes and many social events where what you eat is essential. To set you up for the season, we offer a course that focuses on health via food. This will be part two of the session we ran in December 2023.

WHY

The foods we eat on a day-to-day basis are important. It fuels our well-being physically and mentally. The list of benefits of eating healthy is long: it boosts our immunity, supports our muscles, gives us positive energy, etc.

Join this session on Health with *Gemma Bes, a nutritionist at the Rafa Nadal Academy in Spain*, who brings years of insights and experience from this field. We will build upon the insights given during our first session, and this time, we will dig deeper into “how we built good habits” and how food affects our brain.

HOW?

The session will run virtually with Gemma Bes via Teams.
It will be a session where Gemma will present facts, insights, and some concrete tips to a healthier lifestyle.

HOW TO ACCESS:

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

PRACTICAL:

The session will run on March 29th at 10:00 (40 minutes).
The session requires a minimum of 20 participants.

DEADLINE:

The registration deadline is February 27th (reach out to Solvej).