



RELX
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Program Primer: General Mobility Program

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ELSEVIER

PRIMER OUTLINE



**Program
Overview**



**Program
Walkthrough**

Program Scope and Overview

Why have a General Mobility Program?

In the era of AI disruption, adaptability is paramount.

The program aims to cultivate a future-ready workforce capable of navigating the AI-driven landscape. As employees expand their expertise and gain exposure to different competencies, they become better equipped to tackle complex challenges, drive innovation, and capitalize on emerging opportunities presented by AI disruption.

General Mobility Program Objectives



Embrace continuous learning and upskilling



Develop versatile, future-proof capabilities



Unlock organizational agility and resilience



Align talent mobility with strategic workforce planning

Identify Competency requirements across-divisions to establish course modules



Total duration: 37h 23m 18s/ 4 hrs. per week

Expanding Your Communication Skill Set
Working Well with Others
Enhancing Communication through Listening
Building Rapport through Strong Collaboration
Harnessing the Power of the Written Word
Earning and Offering Trust at Work
Be Productive by Working Efficiently
The Art of Staying Focused
Harnessing the Power of Positive Conflict

Week 1

Remaining Tactful and Diplomatic under Pressure
Saving Time by Setting Goals
Leading through Problem Solving and Decision Making
Leveraging the Power of Analogical Thinking
Working with Data for Effective Decision Making
Outwitting Your Cognitive Bias
Critical Thinking: Drawing Sound Conclusions
Unlocking Your Own Creative Genius
Customer Service: Fostering a Service Mindset

Week 2

Unleashing Personal and Team Creativity
Nurturing the Creative Power of Your Team
Customer service: Engaging with customers
Resolving Workplace Conflict
Building Customer Relationships in a Virtual Environment
Getting the Right Things Done
Aligning Goals and Priorities To Manage Time
Getting things done with tasks & notes in Outlook 365
Problem Solving: Defining and Stating the Problem
Problem Solving: Choosing and Implementing the Right Solution
The First Steps in Negotiating

Week 3

Negotiating the Best Solution
Developing a Mindset of Growth and Learning
Moving from Me to We with Delegation
Preparing a Great Virtual Presentation
Unlocking the Power of Upward Delegation
Getting What You Expect from Your Delegate
Building Your Presentation
Telling a Business Story
Managing Stakeholder Engagement

Week 4

Fostering a Growth Mindset in the Age of AI
Influencing through Positive Leadership
Making the Most of Making Mistakes
Encouraging Innovation and Experimentation with AI
Innovating with the Customer in Mind
Learning from Failure and Success
The Agile Leader
Culture of Innovation
Solve Problems Using Systems Thinking in the Workplace

Week 5



4 hours per week
September 23-November 24



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[Using Strategic Thinking to Consider the Big Picture](#)
[Developing and Supporting an Agile Mindset](#)
[New Project Manager Essentials](#)
[Managing a Project to Minimize Risk and Maximize Quality](#)
[Navigating through Changes and Conflicts in Projects](#)
[Coaching Techniques That Inspire Coachees to Action](#)
[Keeping Your Coachee Committed and Accountable](#)
[Becoming Your Own Best Coach](#)
[Embracing Change at Work](#)

Week 6

[Making the Most of an Organizational Change](#)
[Developing Your Business Acumen](#)
[Business Execution: How Things Get Done](#)
[Developing Emotional Intelligence](#)
[Planning Your Growth as a Leader](#)
[Introduction to Process Excellence](#)
[Process Excellence Basics](#)
[What is Machine Learning?](#)
[Problem Solving: Defining and Stating the Problem](#)
[Developing a Plan to Further Your Career](#)

Week 7

[Data Literacy Foundations I](#)

Week 8

[Six Sigma Root Cause Analysis and Waste Elimination](#)
[Conducting a Root Cause Analysis](#)
[Managing Employee Development](#)
[Problem Solving: Defining and Stating the Problem](#)
[Becoming Authentic, Accountable, and Trustworthy](#)
[Using Strategic Thinking as a Manager](#)
[Leadership Insights on Strategic Thinking](#)
[Adding & arranging data in Excel 365](#)

Week 9

[Getting started with charts in Excel 365](#)
[Working with tables in Excel 365](#)
[Intro to Digital Transformation](#)
[Data Research Techniques](#)
[Visualizing Data for Impact: Introduction to Data Visualization](#)
[Visualizing Data for Impact: Visual Design Theory](#)
[Performing data calculations using formulas in Excel 365](#)
[Using PivotTables and PivotCharts in Excel 365 \(2024\)](#)

Week 10



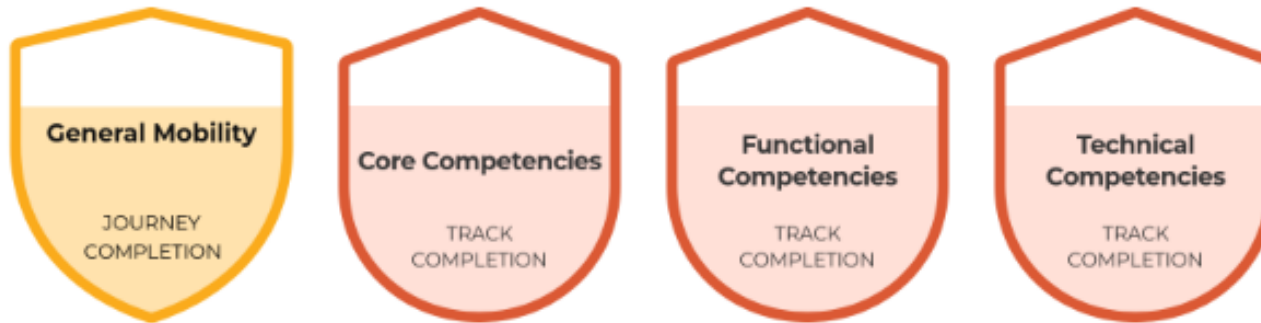
4 hours per week
September 23-November 24



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ASPIRE JOURNEY: General Mobility Program (Course Link)

CUSTOM DIGITAL BADGES



T&C will be generating a **bi-weekly report** showcasing completion rates by Division to help leaders drive program engagement within their teams

ASPIRE JOURNEYS

5 (1)
Add a rating

RELX | Reed Elsevier General Mobility Program

83 items | 37h 22m 41s

Journey not started

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About this journey

The General Mobility program is a comprehensive learning initiative designed to address the diverse competency requirements across the organization, encompassing core, functional, and technical domains. This program offers a modular approach, tailored to meet the specific needs of each division, while remaining agnostic to job profiles or management levels. Through a carefully curated curriculum, the General Mobility program equips employees with the essential skills and knowledge necessary for professional growth and organizational success.

[View Less](#)

Your journey starts here

This journey must be completed in order.



Core Competencies


This Learning track focused on core competencies aims to develop foundational skills and knowledge essential for all employees, regardless of their specific roles or functions. The objectives of this track a...

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49 items | 19h 52m 19s

Track not started

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Functional Competencies

This Learning track focused on functional competencies aims to equip all employees with a broad understanding of various functional areas within the organization. By providing a comprehensive curriculum that covers diverse functional domains, this initiative supports the objectives of internal mobility. Employees will gain exposure to different functional processes, tools, and best practices, enabling them to develop a versatile skill set and facilitate seamless transitions across roles and departments. This cross-functional approach not only fosters a collaborative and adaptable workforce but also enhances the organization's ability to leverage talent effectively, driving operational synergies and strategic alignment.

25 items | 12h 25m 56s

Complete the prior track to unlock

Earn your badge




Technical Competencies

The learning track on Percipio focused on technical competencies aims to equip all employees with a comprehensive understanding of digital transformation and data-driven decision-making. The curriculum covers introductory courses on digital transformation, Excel functionalities, data insights, and data storytelling. This initiative supports the objectives of facilitating and encouraging internal mobility across divisions, job profiles, and management levels. Employees will gain exposure to these essential technical domains, enabling them to adapt seamlessly to evolving roles and responsibilities. This learning track holds the potential to drive digital transformation, enhance data-driven decision-making, and foster a culture of innovation within the organization, ultimately contributing to its long-term success and competitiveness in the rapidly evolving business landscape.

9 items | 5h 4m 25s

Complete the prior track to unlock

Earn your badge



Program Walkthrough

1

Reyhelle - You have an assignment from RELX

RELX <no-reply@percipio.com>

To ● Torrano, Reyzhelle B. (REPH-MNL)

3:30 PM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.



You have an assignment due on Nov 15, 2024

Nov
15

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Test

Assigned by Reyzhelle Torrano

[View Assignments](#)

Access your learning

You can sign in at: relx.percipio.com

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INSPIRE JOURNEYS

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83 items | 37h 22m 41s



Journey not started



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About this journey

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⌚ This journey must be completed in order.



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49 items | 19h 52m 19s



Track not started



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9 items | 5h 4m 25s



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ASPIRE JOURNEYS: RELX | Reed Elsevier General Mobility Program

Core Competencies



About this track

This Learning track focused on core competencies aims to develop foundational skills and knowledge essential for all employees, regardless of their specific roles or functions. The objectives of this track are to cultivate a shared understanding of the organization's values, culture, and strategic priorities, as well as to foster critical thinking, problem-solving, communication, and leadership abilities. By providing a comprehensive curriculum that addresses these core competencies, the organization empowers its workforce with the versatility and adaptability required for internal mobility. Employees will gain the necessary skills to navigate diverse roles and responsibilities effectively, facilitating seamless transitions across departments and functions. This learning track holds the potential to strengthen organizational alignment, enhance collaboration, and foster a culture of continuous learning and growth, ultimately driving overall organizational success and competitiveness.

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Essential Learning Complete all items in this section to complete the track. Remember you must complete this track in order.

COURSE | 30m 56s | 47 (94%)

Expanding Your Communication Skill Set

No organization and no individual can succeed without effective communication. What we discuss and achieve in business, no matter how small, is the result of the shared meaning that comes from expressing ourselves and listening.

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COURSE | 30m 34s | 47 (94%)

Enhancing Communication through Listening

Listening is one of the most important skills to ensure effective communication. Yet it gets the least focus in a workplace. Listening plays a vital role in any collaborative environment because being able to listen well helps you...

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COURSE | 30m 56s | 44 (92%)

Harnessing the Power of the Written Word

Good written communication in today's business world is an essential proficiency on both the individual and organizational levels. Effective writing can be achieved with the right choice of words, thought, clarity, structure...

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COURSE | 30m 46s | 44 (89%)

Working Well with Others

At work, it's all about ensuring everyone gets their share of the action. Allowing to get things done that can only be achieved through effective communication, whether with a manager or a colleague, can increase productivity.

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COURSE | 30m 56s | 44 (84%)

Building Rapport through Strong Collaboration

Learning to collaborate well can help you manage the inevitable conflicts that arise in any relationship. And this is true even in the workplace. Well-managed conflicts can be a healthy process and valuable for both sides.

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COURSE | 30m 56s | 44 (84%)

Earning and Offering Trust at Work

"Who said trust would never fail?" This is a very common workplace question that most of us might like to admit. Building relationships and trust with professional networks is more than a means to building a career; it's a goal in itself.

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COURSE | 30m 56s | 44 (84%)

Be Productive by Working Efficiently

Regardless of our unique jobs and how we are all bound by time, there are steps and you can never get too busy. Most professionals suffer from the constant and gripping fear of not having enough time. Managing time...

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Functional Competencies



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Essential Learning Complete all items in this section to complete the track. Remember you must complete this track in order.

COURSE | 30m 56s | 47 (94%)

Domain Knowledge

During this video, you will learn how to promote domain knowledge in technical programs.

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COURSE | 30m 56s | 47 (94%)

New Project Manager Essentials

For the new project manager, the essentials of what you need to know to undertake your new responsibilities are not always obvious. Project management involves a lot of moving parts...

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COURSE | 30m 56s | 47 (94%)

Managing a Project to Minimize Risk and Maximize Quality

When starting a project, there are many things to consider. One key area is risk. Managing risk means preparing ahead of time for all the things that could go wrong, or go right. Another key area is quality. How are you going to...

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COURSE | 30m 56s | 47 (94%)

Navigating through Changes and Conflicts in Projects

Of all the different types of skills and competencies a project manager uses when managing projects, soft skills are the most important. The ability to communicate effectively with team members and negotiate between different...

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COURSE | 30m 56s | 47 (94%)

Becoming Authentic, Accountable, and Trustworthy

In today's rapidly changing world, it's more important than ever to build and maintain strong relationships, both personally and professionally. To do this, we need to be authentic, accountable, and trustworthy. However, these...

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COURSE | 30m 56s | 47 (94%)

Coaching Techniques That Inspire Coachees to Action

Successful businesses are the development of talent as an essential activity. This course identifies how coaching helps professional growth, how to develop relationships with coachees, assess their needs, and create...

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Technical Competencies



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Essential Learning Complete all items in this section to complete the track. Remember you must complete this track in order.

COURSE | 30m 56s | 47 (94%)

Adding & arranging data in Excel 365

In Excel 365, it's easy to add new content to worksheets and change how values are arranged. This course demonstrates how to add and manage content in your worksheets, including how to insert columns and rows...

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COURSE | 30m 56s | 47 (94%)

Working with tables in Excel 365

Tables are a useful tool for quickly managing, analyzing, and manipulating data as a range in Excel 365. In this course, you will discover how you can easily create tables from a data range, insert tables, and change the look...

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COURSE | 30m 56s | 47 (94%)

Getting started with charts in Excel 365

Present your Excel 365 data clearly by using charts. Excel features several built-in charts, each of which can be customized to suit your needs. In this course, you will learn how to insert charts and add charts quickly with the...

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COURSE | 30m 56s | 47 (94%)

Data Research Techniques

To master data science, you must learn the techniques surrounding data research. In this 10-minute course, learners will discover how to apply essential data research techniques, including data measurement and how to...

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COURSE | 30m 56s | 47 (94%)

Visualizing Data for Impact: Introduction to Data Visualization

Using data visualizations effectively and correctly is a part of building a data-driven culture in your team. Data visualization creates accessible, understandable, and effective graphic representations of data to help teams...

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COURSE | 30m 56s | 47 (94%)

Visualizing Data for Impact: Visual Design Theory

Visual design plays an important role in the presentation of data. Understanding and implementing visual design principles can help you build data visualizations that effectively communicate the message and make an impact...

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Journey not started

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About this journey

The General Mobility program is a comprehensive core, functional, and technical journey across the organization, designed to meet the needs of each division, while remaining relevant to the future of the organization.

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Your journey starts

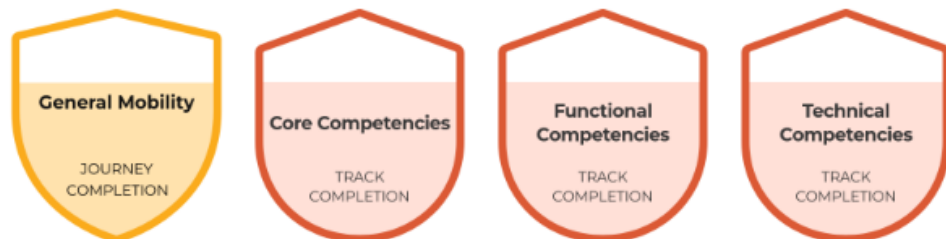
This journey must be completed in the following order:

Earn a digital badge when you achieve completion

In collaboration with Skillssoft, a leading global provider of innovative learning, your organization is providing you the opportunity to earn a digital badge upon successful completion of this content. Digital badges are yours to keep!

Got it

CUSTOM DIGITAL BADGES



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Earn a certificate when you achieve completion

In collaboration with Skillssoft, a leading global provider of innovative learning, your organization is providing you the opportunity to earn a printable certificate upon successful completion of this content. Certificates are yours to keep!

Got it

Practical tips for an enriching experience

- RELX REPH employees are encouraged to dedicate **50 minutes each day** to engage with the courses: This dedicated time allocation will enable them to fulfill the recommended 4-hour weekly commitment, ensuring consistent progress and effective learning.
- To cultivate a supportive learning environment, we encourage **Line Managers** to schedule regular check-ins with their direct reports **every two weeks**. These collaborative sessions provide an opportunity to **discuss progress**, address any challenges, and **offer guidance** tailored to individual needs, fostering **a culture of continuous growth and development**.



CONTACTS

For questions and concerns, send us an email through our mailbox at **REPH-HR Talent & Capability** (reph-hrtalentandcapability@reedelsevier.com).

You may also message your Talent & Capability partners for your inquiries:

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- Reyzhelle Torrano (reyzhelle.torrano@reedelsevier.com)
- JM Pusing (jonmichael.pusing@reedelsevier.com)
- Josie Escanlar (josieannclarissa.escanlar@reedelsevier.com)
- Justin Gamboa (justin.gamboa@reedelsevier.com)