


Growth Mindset In the Workplace

Producer: Pre-work	<ul style="list-style-type: none"> Participants will need to utilize the participant guide (PG) associated with this training. Provide the link to the PG in the chat prior to the start of the meeting.
	<ul style="list-style-type: none"> Ensure that the Google Slides file is shared correctly from the facilitator's screen.
	<ul style="list-style-type: none"> There is a Padlet activity scheduled on slide 7 (page 7 of this guide). Provide the link to the Padlet in chat when prompted.
	<ul style="list-style-type: none"> There is a breakout room scheduled for this session. Participants should be randomly assigned to a breakout room. There should be approximately 3 people in each room.




Facilitator Pre-Work:	<ul style="list-style-type: none"> This guide was developed for the purposes of delivering this course via Zoom, but it can also be used for classroom training with the following considerations: <ul style="list-style-type: none"> Breakout room activities will need to be adapted to fit the classroom environment. Rather than using Padlet for brainstorming, provide sticky notes.
	<ul style="list-style-type: none"> Open the Google Slides file associated with this guide.
	<ul style="list-style-type: none"> Share the Google Slides application and ensure that the Zoom Chat panels are visible.
	<ul style="list-style-type: none"> Some key talking points and questions are included in this guide but be prepared to add your own commentary and questions as well.
	<ul style="list-style-type: none"> Aim towards generating a response from the learners at least once every five minutes; this will keep learners engaged and will encourage them to follow along closely.

Growth Mindset In the Workplace


Session # 1		
Slides	Approximate Timing	Topic
1-4	6 min	Introduction(Agenda, One Word Activity, Norms)
5-9	14 min	Growth Mindset vs Fixed Mindset
10-11	6 min	Benefits of Growth Mindset in the Workplace
12-15	14 min	Receiving Feedback
16-17	13 min	Self Assessment and Reflection
18-20	7 min	Wrap Up (Kahoot, Final Thoughts)
Total:	60 min	

Slide#) Duration	Slide	Facilitator Notes	Producer Notes
1) 1 min		DO: <ul style="list-style-type: none"> • Display this slide on the screen as participants join. Have music playing in the background. • Welcome learners • Introduce yourself SAY: <ul style="list-style-type: none"> • We will get started in just a few minutes. • Please familiarize yourself with the Participant Guide we will be using 	DO: <ul style="list-style-type: none"> • Check for facilitator readiness. • Keep an eye on the waiting room and admit people as they arrive. • Monitor the chat. • Provide a link to Participant Guide in the chat.

Growth Mindset In the Workplace

		<p>today for the training. It was sent out in an email yesterday or the link has been posted in the chat.</p> <ul style="list-style-type: none"> • Just a reminder, this session will be recorded and will be available for review after the training has concluded. • (Once ready to begin training) Good morning/afternoon. I am <your name> and I will be facilitating this training session today. <Producer's name> is here with us today to help operate the controls behind the scenes. • We are here today to learn the importance of having a growth mindset in the workplace. 	<p>SAY:</p> <ul style="list-style-type: none"> • Please have your Participant Guide ready to go. • If you have questions please put them in the chat, which I will be monitoring.
2) 1 min	<div style="display: flex; align-items: center;"> <div style="flex: 1; background-color: #e6f2ff; padding: 10px;"> <h3 style="text-align: center;">TODAY'S DISCUSSION</h3> <hr/> <ul style="list-style-type: none"> • Defining Mindset • Characteristics of Fixed Mindset/Growth Mindset • Benefits of a Growth Mindset • Feedback In the Workplace • Developing Personal Growth Action Plan </div> <div style="flex: 1; background-color: #002060; color: white; padding: 10px;"> <h4 style="text-align: center;">LEARNING OBJECTIVES</h4> <ul style="list-style-type: none">  Distinguish between a growth and fixed mindset.  Develop strategies to integrate a growth mindset into our daily work life.  </div> </div>	<p>SAY:</p> <ul style="list-style-type: none"> • Today we are going to look at what mindset is and the differences between having a fixed and growth mindset. We will discuss the benefits of having a growth mindset and what that looks like in the workplace. We will then finish up today by making a personal growth action plan. 	

Growth Mindset In the Workplace

		<ul style="list-style-type: none"> ● By the end of the training today you should be able to: ● Distinguish between a growth and fixed mindset. ● Develop strategies to integrate a growth mindset into our daily work. 	
3) 3 min	 <div style="background-color: #1a3d54; color: white; padding: 10px; text-align: center;"> <h3>INTRODUCE YOURSELF</h3> </div> <p>IN THE CHAT Tell us your name and your role at TechGenius Innovations.</p> <p>BONUS FEATURE Choose 1 word that best describes yourself or your life.</p>	<p>SAY:</p> <ul style="list-style-type: none"> ● Please take a moment to introduce yourself to each other. In the chat please type your name, position title, and one word that describes you. <p>DO:</p> <ul style="list-style-type: none"> ● Pause for 30-45 seconds to give participants enough time to enter their information into the chat. ● Inquire with a few participants why they chose the one word to describe themselves. <p>SAY:</p> <ul style="list-style-type: none"> ● The one word that I would use to describe myself or my life would be _____. 	

Growth Mindset In the Workplace

4) 1 min

NORMS



Please mute your microphone when not speaking.



Be attentive - avoid distractions such as phones, email, and side conversations.




If you need to ask a question or comment, use the chat feature or raise your hand feature.




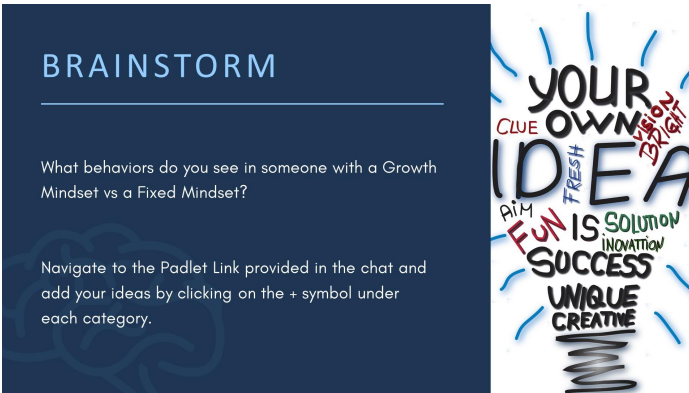
SAY:

- For this training session, we established a set of group norms to ensure a productive and respectful learning environment. These norms are designed to enhance the quality of our interactions, promote active engagement, and enable effective communication.
- The first norm is to mute your microphone when not speaking. We all have been in that meeting when someone isn't muted that should have been. Muting allows everyone to hear and focus on the speaker.
- The next norm is to be attentive and avoid distractions. To make the most of our time together, let's strive to be fully present during the training.
- The last norm is to use the chat or raise hand feature if you have a question or comment. We would love you to participate today!


Growth Mindset In the Workplace

5) 2 min	 <p>WHAT IS MINDSET?</p> <p>A mindset refers to the way a person sees their intelligence, abilities, and personal qualities.</p>	<p>SAY: What does the word mindset mean to you? Please feel free to drop your response in the chat.</p> <p>DO: Say aloud some of the participant responses as they come in.</p> <p>SAY:</p> <ul style="list-style-type: none">● A mindset refers to the collection of beliefs, attitudes, thoughts, and perceptions that shape how an individual perceives and responds to the world around them. It is a mental framework that influences a person's understanding of their abilities, potential, and the situations they encounter. Mindset can significantly impact various aspects of a person's life, including their behavior, emotions, decision-making, and overall well-being.● There are different types of mindsets that people may possess, and they can have a significant influence on how individuals approach challenges and opportunities.	
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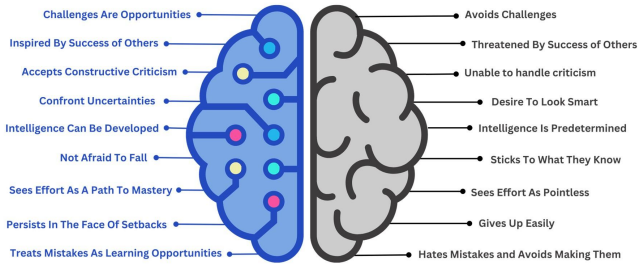
Growth Mindset In the Workplace

<p>6) 5 min</p>		<p>SAY:</p> <ul style="list-style-type: none"> • We are going to watch a short video on growth mindset. • As you watch the video, think about what characteristics or traits you possess that are fixed and growth mindset. <p>DO: Play video</p> <p>SAY:</p> <ul style="list-style-type: none"> • After watching the video, hopefully, you found some fixed and/or growth mindset traits that you possess. Let's work on making a list of words that describe a fixed and growth mindset. 	<p>DO:</p> <ul style="list-style-type: none"> • While the video is playing, navigate to the Padlet created for this meeting.
<p>7) 5 min</p>	 <p>BRAINSTORM</p> <p>What behaviors do you see in someone with a Growth Mindset vs a Fixed Mindset?</p> <p>Navigate to the Padlet Link provided in the chat and add your ideas by clicking on the + symbol under each category.</p>	<p>SAY:</p> <ul style="list-style-type: none"> • Click on the Padlet link in the chat. • Once in the Padlet, you will see two categories that have been created....fixed mindset and growth mindset. • Click on the + sign to add an answer under each category. • Please take a few minutes to submit your responses to the 	<p>DO:</p> <ul style="list-style-type: none"> • Post a link to the Padlet in the chat.


Growth Mindset In the Workplace

		<p>question...What behaviors do you see in people with a fixed mindset and a growth mindset?</p> <p>DO: Allow 2 minutes for participants to submit their answers on Padlet.</p> <p>SAY:</p> <ul style="list-style-type: none"> • Thank you for sharing your thoughts. • (Read aloud some of the responses from the group.) • You definitely have come up with a great list of behaviors for fixed and growth mindset individuals. 	
8) 1 min		<p>SAY:</p> <ul style="list-style-type: none"> • To review...a growth mindset is a belief that abilities can be developed through dedication, effort, and learning. While a fixed mindset is the belief that our abilities and intelligence are static, unchangeable traits. 	



Growth Mindset In the Workplace

9) 2 min	<p style="text-align: center;">GROWTH MINDSET VS FIXED MINDSET</p> 	<p>SAY:</p> <ul style="list-style-type: none"> Let's take a look at a side-by-side comparison of the two mindsets. <p>DO: Compare growth and fixed mindsets by reading over the chart.</p>	
10) 3 min	<p style="text-align: center;">BENEFITS OF GROWTH MINDSET IN THE WORKPLACE</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>INCREASED INNOVATION & CREATIVITY</p> <p>Explore new ideas, take calculated risks, and think outside the box.</p> </div> <div style="text-align: center;"> <p>ENHANCED PROBLEM SOLVING SKILLS</p> <p>More persistent in finding solutions, and less likely to give up.</p> </div> <div style="text-align: center;"> <p>HIGHER PERFORMANCE & PRODUCTIVITY</p> <p>Encourages employees to set higher goals and push their boundaries.</p> </div> </div>	<p>SAY:</p> <ul style="list-style-type: none"> A growth mindset is a powerful asset in the workplace, fostering a culture of continuous improvement, adaptability, and innovation. Embracing a growth mindset encourages employees to view challenges as opportunities for development, leading to increased resilience and enhanced problem-solving abilities. This mindset promotes a sense of ownership over one's learning and growth, ultimately driving higher levels of performance, collaboration, and personal satisfaction. Let's explore some examples of how a growth mindset can manifest its benefits within the workplace context. 	

Growth Mindset In the Workplace

		<p>DO: Ask for a participant to read aloud the 3 examples on this slide.</p> <p>SAY: Thoughts on these 3 benefits? Has anyone experienced one of these benefits?</p>	
11) 3 min	 <p>CONTINUOUS LEARNING Have a thirst for knowledge and more inclined to seek out learning opportunities.</p> <p>ENHANCED COLLABORATION Employees are more willing to share knowledge, and provide constructive feedback.</p> <p>INCLUSIVE ENVIRONMENT Individual potential is valued and everyone's contributions are recognized.</p> <p>ADAPTABILITY TO CHANGE View change as an opportunity rather than a threat.</p> <p>HIGHER RESILIENCE Employees bounce back more quickly from setbacks and failures.</p> <p>REDUCED FEAR OF FAILURE More calculated risk-taking and less afraid of making mistakes.</p>	<p>SAY:</p> <ul style="list-style-type: none"> Here are six more benefits of a growth mindset in the workplace. <p>DO: Read the top row of benefits.</p> <p>SAY:</p> <ul style="list-style-type: none"> I am going to give you a minute to read the bottom row on your own. <p>DO: Wait 30 seconds for participants to read the last three benefits.</p> <p>SAY: Can anyone think of another benefit that we didn't mention? Drop any ideas in the chat.</p> <p>DO: Pause a minute and give participants time to type answers in the chat. Read aloud any answers provided.</p>	

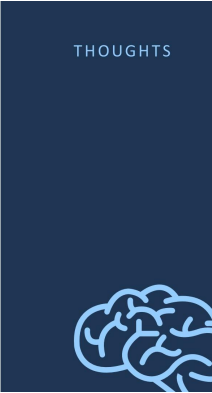
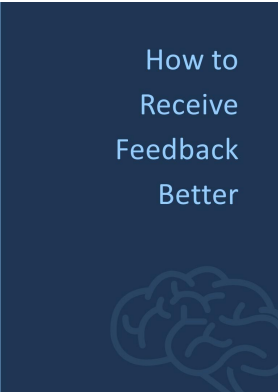
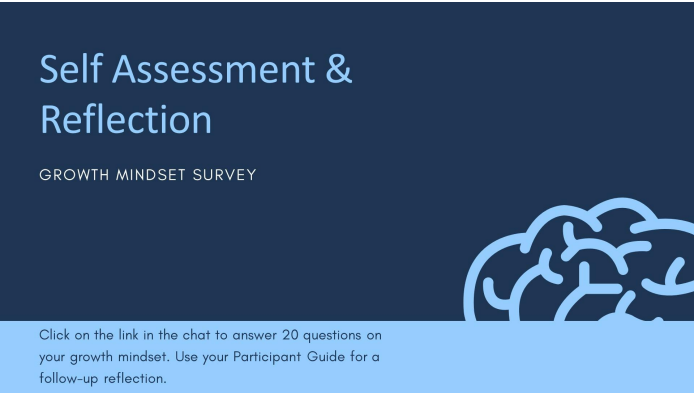
Growth Mindset In the Workplace

12) 7 min	<div data-bbox="279 190 968 578"> <h3>FEEDBACK</h3> <p>Think of a time that you received challenging feedback.</p> <ul style="list-style-type: none"> • How did you respond? • Did you have a growth mindset or fixed mindset? • Looking back, could you have handled the feedback differently? <p>You will be placed in a breakout room to reflect on these questions.</p>  </div>	<p>SAY:</p> <ul style="list-style-type: none"> • For this next activity, I want you to think about a time that you received challenging feedback. How did you respond? Did you have a growth or fixed mindset? Looking back, could you have handled the feedback differently? • In a few moments, you will be invited to a breakout room with a few other people. • We will be in breakout rooms for 6 minutes, then we will reconvene to reflect on our discussions. • I will notify you when you have 1 minute remaining. • Are there any questions I can answer, before we begin? <p>DO: Pause to allow time for questions.</p>	<p>DO:</p> <ul style="list-style-type: none"> • While the facilitator is speaking, set up the breakout rooms. • Assign 3 people per room, depending on your training size.
13) 4 min	<div data-bbox="279 987 968 1377"> <h3>REFLECTION</h3> <p>Did you respond with a fixed or growth mindset?</p> <p>Drop it in the chat or unmute to share your thoughts.</p>  </div>	<p>SAY:</p> <ul style="list-style-type: none"> • Welcome back! I hope that activity gave you an opportunity to reflect on a time that you received feedback. • Did you respond with a fixed or growth mindset? Drop your response in the chat or unmute to share. 	




Growth Mindset In the Workplace

		<p>DO: Pause to give participants time to respond. Ask follow-up questions to a few participants.</p> <p>SAY:</p> <ul style="list-style-type: none">● Feedback is often seen as a mirror reflecting our performance and can be either a source of empowerment or anxiety. With a growth mindset, we have the opportunity to reshape our perspective on feedback – shifting from a mere evaluation to a roadmap for improvement. By adopting this mindset, we're better equipped to approach feedback as a guide to identify areas for enhancement, leverage our strengths, and navigate the challenges that propel us forward.	
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Growth Mindset In the Workplace

14) 2 min	<p>Feedback is the Breakfast of Champions.</p> <p>— KEN BLANCHARD</p> <p>Ideas on how to receive feedback from others.</p> <p>Drop suggestions in the chat.</p> 	<p>SAY:</p> <ul style="list-style-type: none"> Let's take a few minutes to talk about receiving feedback. What are some ideas on how to receive feedback from others? Please drop your ideas in the chat. <p>DO: Pause and give participants time to put ideas in the chat. Read aloud the answers placed in chat.</p>	
15) 2 min	<div> <div> <p>BE OPEN MINDED</p> <p>This feedback might be right and might help you.</p> </div> <div> <p>ASK QUESTIONS</p> <p>If you are unclear on anything, ask them to clarify or explain.</p> </div> </div> <div> <div> <p>NO PERSONAL JUDGEMENT</p> <p>Don't take it as a judgment of your personality or your abilities.</p> </div> <div> <p>TAKE TIME TO PROCESS</p> <p>Give yourself time to process the feedback before you react.</p> </div> </div> <div> <div> <p>LISTEN CAREFULLY</p> <p>Listen closely instead of just preparing a reply.</p> </div> <div> <p>DON'T DREAD IT WELCOME IT</p> <p>Leaders embrace feedback opportunities.</p> </div> </div> 	<p>SAY:</p> <ul style="list-style-type: none"> We came up with a great list of ways to receive feedback. A few more that we haven't mentioned are < read over/discuss the ones that haven't been mentioned yet>. I strongly encourage you the next time that you get feedback from a coworker, to try some of the ideas we mentioned here. 	
16) 8 min	 <p>GROWTH MINDSET SURVEY</p> <p>Click on the link in the chat to answer 20 questions on your growth mindset. Use your Participant Guide for a follow-up reflection.</p>	<p>SAY:</p> <ul style="list-style-type: none"> We are going to put together an action plan on how to embrace a growth mindset. In a few moments, we will drop a link in the chat to answer 20 questions about your growth mindset. Please be honest and answer truthfully. Once you complete the self-assessment, 	<p>DO: Put the growth mindset self-assessment link in the chat. Growth Mindset Self Assessment</p>



Growth Mindset In the Workplace

		<p>please answer the reflection questions in your participant guide on page ____.</p> <ul style="list-style-type: none"> Does anyone have any questions before we complete the self-assessment? <p>DO: Give the participants approx. 8 minutes to complete the self-assessment and answer the reflection questions in the participant guide.</p>	
17) 5 min	<div style="background-color: #4a90e2; color: white; text-align: center; padding: 10px;">DEBRIEFING</div> <div style="background-color: #2c3e50; color: white; padding: 10px;"> <p style="text-align: center; font-size: 0.8em;">THOUGHTS ON THE FOLLOWING...</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p style="font-size: 0.7em;">Individual growth mindset survey score results.</p> </div> <div style="text-align: center;">  <p style="font-size: 0.7em;">Something you learned about yourself.</p> </div> <div style="text-align: center;">  <p style="font-size: 0.7em;">Comments or thoughts.</p> </div> </div> </div>	<p>SAY:</p> <ul style="list-style-type: none"> We are going to come back together to debrief on the tasks that you just completed. If you are not finished answering the questions on your action plan, no worries...you can complete those in a few minutes. Let's talk about the growth mindset assessment that you completed. Was anyone surprised by your score? <p>DO: Spend a few minutes facilitating a discussion on the growth mindset assessment that the participants took. <Example questions: Did anyone score higher than you thought you would? Was anyone surprised by your score? Did you</p>	


Growth Mindset In the Workplace

		<p>find this assessment to be an accurate representation of your growth mindset?></p> <p>SAY:</p> <ul style="list-style-type: none">• Can someone tell us a growth mindset characteristic that you do well? <p>DO: Spend a few minutes facilitating a discussion on the growth mindset characteristics that the participants do well.</p> <p>SAY:</p> <ul style="list-style-type: none">• Would someone like to share a growth mindset characteristic that you would like to work on? <p>DO: Spend a few minutes facilitating a discussion of the growth mindset characteristics that the participants would like to improve.</p> <p>SAY:</p> <ul style="list-style-type: none">• Thank you all for participating in our reflection on growth mindset characteristics. I know it isn't always easy to admit to items that we struggle with and need to work on.	
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Growth Mindset In the Workplace

18) 5 min	 <p>KAHOOT REVIEW</p> <hr/> <p>Click on the link in the chat to join the Kahoot.</p> <p>Enter the following game PIN _____.</p>	<p>SAY:</p> <ul style="list-style-type: none"> Guess what time it is? It is Kahoot time! Please click on the link in the chat and enter the PIN number. 	<p>DO: Post the Kahoot link and PIN in the chat.</p>
19) 1 min	 <p>CONGRATULATIONS</p> <p>ON COMPLETING GROWTH MINDSET IN THE WORKPLACE</p>	<p>SAY:</p> <ul style="list-style-type: none"> As we conclude this training remember that your potential knows no bounds. Every challenge is an opportunity, every setback is a chance to learn and improve. By nurturing your curiosity, resilience, and willingness to evolve, you have the power to shape your path and achieve greatness. Embrace the discomfort, celebrate the progress, and keep your commitment to growth alive in all that you do. Your mindset is your compass, guiding you toward a future of endless possibilities. Keep believing in yourself. 	

Growth Mindset In the Workplace

20) 1 min		SAY: <ul style="list-style-type: none">● Thank you for your time today. I hope this was helpful in understanding how a growth mindset plays such a big role in your day-to-day life at home and also at work.● My final thought for you is in the form of a quote.● If you have any other questions, we will stick around for a few minutes to answer them.	
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