



Introducing Mind Tools

If you are someone who suffers from 'FOMO' better known as 'Fear of Missing Out', then fear not, you too can begin using **Mind Tools**. **Mind Tools**, offers you access to an extensive repository of online learning resources, with over **2,400** resources on Leadership, Management and Personal Effectiveness.

Mind Tools is your opportunity to be curious and explore in support of your learning. You are able to access 'just in time' learning, dipping in and out of different topics as you need in a way that isn't tracked or monitored. From reading articles and book insights, watching expert interviews, through to using templates and worksheets, it's up to you to **pick and mix** what best supports your learning.

Your access to **Mind Tools** is 24/7, anytime, anywhere, so there is ample opportunity for you to discover how **Mind Tools** can support your development and effectiveness personally and professionally.

How do I find Mind Tools?



You can access **Mind Tools** via [Learning Station](#) and you'll find the link on the home page. **Mind Tools** content can also be viewed on tablets and smartphones.

You don't need a log in, just click on the link from the Learning Station home page, and start exploring! The Welcome Page will give you an introduction to what's on the site and suggestions of where to start.

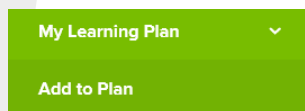
FENZ Top 10's

To help launch you into the world of **Mind Tools**, we've selected the top 10 resources across eight themes in our FENZ Top 10's section:

- Leadership
- Management
- Change
- Working Effectively
- Dealing with conflict
- Developing Yourself
- Developing Others
- Managing Wellbeing

The learning resources you will find here accommodate different learning styles and preferences, including book insights, expert interviews, app reviews, self-assessments, templates and worksheets, videos and infographics.

Adding to your Learning Plan or Schedule in your Calendar



As you navigate through our Top 10's section or beyond, you will likely come across a number of interesting reads and resources.



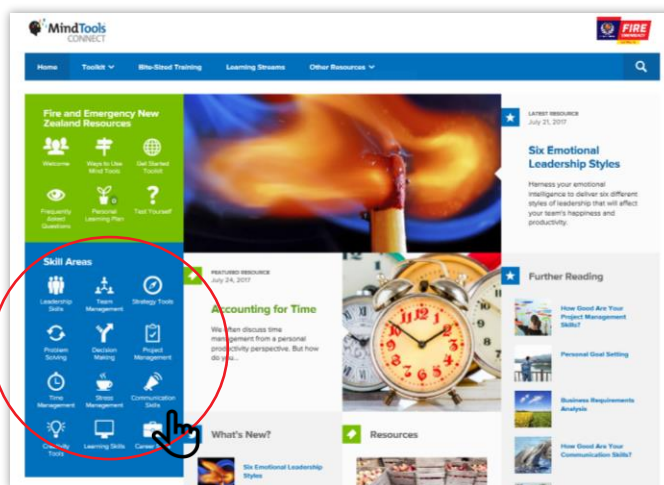
If you're short on time or want to save a resource, click on the icon next to the title, or select "Add to Plan" in the green menu. You can even use the [Add to Calendar](#) function to schedule time in your outlook calendar to read a specific article.



Content

All of the content in **Mind Tools** is divided into 12 Skill Areas (listed and highlighted below, in blue).

- | | |
|---------------------------|-----------------------------|
| Leadership skills | Time management |
| Team management | Stress management |
| Strategy tools | Communication skills |
| Problem solving | Creativity tools |
| Decision making | Learning skills |
| Project management | Career skills |



Clicking on one of these Skills Areas will break it down further into sub categories to help you find what you are looking for faster.

The blue menu across the top accesses the different types of resources. All content under each type is grouped by the 12 Skill Areas.

This section could help you access learning in support of your strengths and development areas. Equally, the testing and self-assessments within these subject areas may help you identify or refine your understanding of areas you can build on your leadership, management, and personal effectiveness.

Using Mind Tools with your Team

In addition to supporting your individual learning, **Mind Tools** is an excellent resource to use with your team. Here are some ideas and suggestions to get you started:

- ▶ Choose a topic that is relevant to your crew or team. Choose one resource from that topic. Ask everyone in the team to read that resource and then discuss at your next team meeting. Discuss their thoughts on the resource, what challenges they see applying it, what benefits or advantages they see, and how to apply it in your team.
- ▶ Choose a topic that is relevant to your crew or team. Get everyone in the team to choose a different resource. Come to your next team meeting with everyone talking about the highlights of their resource. How does this grow your knowledge of this whole area? Which areas do you want to explore more?
- ▶ Get every team member involved by asking one each week to bring and share a tool they've found useful, and share how and why it might be useful to others on the team.
- ▶ Schedule time each week for team members to explore **Mind Tools** with a focus on themselves, a challenge or a skill they want to develop. Each week, have a team member share what they've learnt and how they're thinking or doing things differently as a result of using a tool.

How can I find out more?

The Leadership Development team at NHQ are happy to help you with **Mind Tools** and are keen to ensure you get the most from it, as well as answer any questions. They can even come out to you to show you and others how to use it. In the meantime, log on and explore!

Any questions, requests for demonstration sessions, or need for technical assistance can be directed to: mindtoolsadmin@fireandemergency.nz

