myLearning
Grow & Succeed

Success in a Digital Enterprise requires enhancing our behaviors and our digital and agile skills. Sun Life has learning solutions to help you develop and excel.

Click on the course title to enroll through the myLearning Navigator.

CORE SKILLS

Continuing to develop your core skills will ensure that you're always performing at the top of your game, can influence and deliver what matters, and grow in your career.

HYBRID CLASSROOM/VIRTUAL

Sun Start

ALL

Sun Start gives you the information, tools and resources you need to develop and succeed in your career at Sun Life with introductions to Sun Life's business, brand and long, rich history, Your business unit or functional area, Your employee benefits and development, and much more!

- January 3 & 4, 2024
- January 16 & 17, 2024
- February 1 & 2, 2024
- February 15 & 16, 2024
- March 4 & 5, 2024
- March 14 & 15, 2024
- April 1 & 2, 2024
- April 15 & 16, 2024
- May 2 & 3, 2024
- May 15 & 16, 2024
- June 3 & 4, 2024
- June 17 & 18, 2024
- July 1 & 2, 2024
- July 15 & 16, 2024
- August 1 & 2, 2024
- August 15 & 16, 2024
- September 2 & 3, 2024
- September 16 & 17, 2024
- October 1 & 2, 2024
- October 15 & 16, 2024
- November 4 & 5, 2024
- November 18 & 19, 2024
- December 2 & 3, 2024
- December 16 & 17, 2024

Sunny Solutions

ALL

Front liner or not, newcomer or old-timer, who want to discover or polish their command of life insurance and mutual funds' basic concepts and principles. Participants will learn the root concepts and principles of our business lines and our very own Sun Life Financial products.

- January 23 - 25, 2024
- March 22, 26 & 27, 2024
- May 21 – 23, 2024
- July 17-19, 2024
- September 18-20, 2024
- November 20-22, 2024

Sun Life

CORE SKILLS

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VIRTUAL / F2F / HYBRID CLASSROOM

Effective Business Writing and Email Etiquette

ALL

Be more confident in communicating with your clients, colleagues and other stakeholders by improving your written communication skills and by understanding the proper business writing process. If you are a professional who regularly communicates in writing within the workplace setting, this online course is definitely for you!

- May 22, 2024 (Virtual)
- June 20, 2024 (F2F)

Present with Confidence

GCF 5-6

The topic of leadership presence has skyrocketed to the top of leadership competency lists. Why has it become an important capability for leaders to hone? In a changing and turbulent world, shareholders, employees, and customers want to feel confident in those leading the way. Present With Confidence will help you to master this ability as a key determinant of effective leadership and promotion potential to senior leadership ranks.

- July 9, 2024 (F2F)
- September 17, 2024 (F2F)

Project Management Applied

GCF 5-6

Applied Project Management is a foundational course designed to provide a comprehensive overview of project management. It centers on your role as a project manager, emphasizing straightforward, practical tools that you can immediately apply in your work.

- July 23, 2024 (F2F)
- November 19, 2024 (F2F)

FUTURE OF WORK SKILLS

Continuing to develop your skills will ensure that you're always performing at the top of your game, can influence and deliver what matters, and grow in your career.

Succeed with Critical Thinking & Problem Solving

ALL

Build competencies in Critical and Complex Problem Solving!
In this session, you will learn how to use critical thinking to analyze problems and make decisions in complex and uncertain situations. You will also learn how to avoid common thinking errors that can affect your judgment and reasoning. You will practice applying a structured framework called SAPADAPPA to solve problems and evaluate alternatives.

- July 4, 2024 (F2F)
- September 24, 2024 (F2F)

Design Thinking Essentials

ALL

In this course, you will learn how to apply Design Thinking, a human-centered and collaborative process, to generate innovative solutions for any challenge. Design Thinking is a mindset and a methodology that can help you unlock your creativity and empathy, and collaborate effectively with others. You will also learn and practice 7 Creativity Techniques that can help you generate novel and useful ideas for any problem.

- July 16, 2024 (F2F)
- October 3, 2024 (F2F)

Developing Cognitive Flexibility

ALL

This course is designed to help you understand and enhance your cognitive flexibility, which is the ability to adapt to changing situations, learn from new experiences, and switch between different tasks or perspectives. Cognitive flexibility is a key skill for success in the 21st century, as it enables you to cope with uncertainty, complexity, and diversity. In this course, you will learn about the concept of cognitive flexibility, its benefits and challenges, and how it relates to different facets of life, such as work, education, health, and relationships. You will also discover seven practical tips to develop and improve your cognitive flexibility, and how to apply them in your daily life.

- August 6, 2024 (F2F)
- October 16, 2024 (F2F)

FUTURE OF WORK SKILLS

Continuing to develop your skills will ensure that you're always performing at the top of your game, can influence and deliver what matters, and grow in your career.

Data to Insights

GCF 5+

In this course, participants will learn how to progress through the full data-driven decision making process, from identifying a business question to hypothesis development, data manipulation and presentation of results.

- August 15-16, 2024 (F2F)

SELF-MANAGEMENT, EMOTIONAL INTELLIGENCE, AND EMPATHY

To thrive in the changing world of work, these crucial skills will help you adapt to new challenges and opportunities and enhance your future of work.

Navigate Change

ALL

Organizational change requires people to do things differently. Resistance to change makes changing people's behavior difficult. When faced with change, most people initially respond with resistance, particularly when the change was not their idea in the first place. Navigate the Change helps you to manage change well, so people feel engaged in the change process and work collectively toward a common objective, realizing benefits, and delivering results.

- August 14, 2024 (F2F)   - October 22, 2024 (F2F)

Driving Personal Accountability

ALL

In this course, you will learn how to take personal accountability for your actions and results, avoid giving excuses, and handle challenges with a positive attitude. You will also learn how to understand and manage your emotions, empathize with others, and communicate effectively in different situations. By developing these competencies, you will be able to improve your performance, relationships, and well-being.

- September 5, 2024 (F2F)

Strive to Thrive

ALL

Do you want to be more resilient, work and lead smarter, manage stress, have more rewarding relationships, and expand your influence? Strive to Thrive will help you do exactly that. These skills can be learned and improved upon, and by doing so, you'll be able to better recognize and work with shifting emotional states in yourself and others, communicate more effectively, and remain motivated, productive, and positive at work.

- August 22, 2024 (F2F)   - October 29, 2024 (F2F)

SELF-MANAGEMENT, EMOTIONAL INTELLIGENCE, AND EMPATHY

To thrive in the changing world of work, these crucial skills will help you adapt to new challenges and opportunities and enhance your future of work.

Unleash Emotional Intelligence

ALL

Emotional intelligence (EI) is the most valuable skill to learn for your performance now and throughout your career, especially as a leader. Unleash Emotional Intelligence recognizes that EI skills can be learned and improved with practice. The better you become at them, the better you'll be at recognizing and working with shifting emotions in yourself and others, communicating more effectively, and staying motivated, productive, and positive at work.

- September 12, 2024 (F2F)

Beating Stress and Burnout

ALL

In this course, you will learn how to recognize the signs and symptoms of burnout, understand its causes and effects, and discover effective strategies to prevent and manage it. You will also explore how to create a healthier work environment, communicate your needs and boundaries, and practice self-care and mindfulness.

- July 31, 2024

Work from Anywhere

ALL

This course will help you to work effectively from anywhere, whether you are at home, in the office, or on the road. You will learn how to recognize the benefits and challenges of remote work, use the Remote Effectiveness Framework to plan and execute your tasks, and adopt the right mindset, infrastructure, and capabilities for virtual collaboration.

- June 14, 2024 (Virtual)

BEHAVIORS

The future of work will require leaders who lead differently, and teams that achieve higher levels of performance. Empowered, curious, Client-focused, and resilient teams will thrive.

People Leader Effectiveness Program

Managing my Team's Mental Well-being

GCF 5+

The session aims to provide the managers with a venue to assess, get the needed information on mental health and burnout, to support themselves and their teams given the continuing challenges in their personal life and work-life.

- October 23, 2024

Lead From Anywhere

GCF 5+

The future of work is upon us with more and more organizations embracing hybrid work. Hybrid work environments are dynamic, complex, challenging yet manageable. Through this session, participants will be able to build their adaptive capacity to lead high performing, inclusive, and psychologically safe hybrid teams.

- August 1, 2024 (F2F)

BEHAVIORS

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People Leader Effectiveness Program

Communicating with Impact and Influence

GCF 5+

Communicating is a deceptively difficult skill, yet critically important for managers today. Frontline managers are at the center of successful communication in every direction of an organization: up, down, and across. Communicate with Impact will help managers take ownership of communicating in all directions and understand that their role is not to deliver messages solely downward, but to communicate key messages in every direction across the organization.

- July 3, 2024 (Virtual)
- August 28, 2024 (F2F)

Cultivate Growth Mindsets

ALL

This session will help you develop a growth mindset, the belief that you can improve your abilities and learn new skills. You will learn how to think and speak positively, and how to embrace challenges and feedback. You will also learn how to apply lifelong learning principles to adapt to organizational changes and enhance your performance and cultivate the same within your team.

- June 3, 2024 (F2F)
- November 5, 2024 (Virtual)

LEADERSHIP DEVELOPMENT
Improving People Leader Effectiveness.

Leadership Acceleration Program (LEAP)

GCF 6+

The way to lead people is fast changing, coupled with the ever-moving transformation around us. With this in mind, we need to accelerate how we understand and embrace leadership TODAY! Our LEAP Program is a carefully curated series of learning opportunities for meaningful connections with your fellow leaders. It is aimed at equipping you with new skills to effectively lead "The Sun Life Way."
Participants to the cohort/s are through nomination.

- July 2023 – May 2024 (Cohort 1)

Leadership Education and Development Program (L.E.A.D)

GCF 5+

Leading others in a way that helps them thrive personally and professionally takes skill, focus, and commitment; requiring you to think and act differently than when you were an individual contributor. The Program is 15-month cohort-based program focusing on five key areas of leadership helping you to, take care of your new employees and transition effectively into your new role, avoid common pitfalls and lead effectively across a variety of work environments, build the skills of a modern leader and embed key talent management practices, create an inclusive environment and nurture mental health & well-being, and drive enhanced performance and help your team excel.
For all newly hired and newly promoted people leaders.

- October 2023 – December 2024 (Cohort 1)
- July 2024 – September 2025 (Cohort 2)

LEADERSHIP DEVELOPMENT
Improving People Leader Effectiveness.

Exploring Leadership Journey

GCF 5-6

This Journey will equip individuals who are exploring leadership with a path to learn, develop skills and gain experience. You will reflect, learn, practice, and connect with others. Every Journey is different, and we encourage you to tailor it to your needs.

This Journey of self-reflection and exploration may reveal your true calling as a leader or may lead you down a different, rewarding path.

Remember, there are countless ways to grow your career and make a positive impact here.

*Enrollment is open to individual contributors and is self-initiated.

- June - November 2024

SELF-DIRECTED LEARNING

Getting to know Sun Life

ALL

As a leading international financial services organization, Sun Life has built trusted and lasting relationships with Clients around the world. Whether you are new to Sun Life or an existing Employee, Getting to Know Sun Life will provide you with an overview of our organization's storied history, global presence and insurance products - all with a keen eye to the future.

If you are looking to broaden your understanding about Sun Life as an organization, this course will provide you with an introduction to who we are, what we do and where we are headed:
- Our history and global footprint
- Our Products: Insurance, Investments, financial advice and asset management
- Our strategy for the future

Digital Library

ALL

myLearning Digital Library, provides all our Employees across the globe with access to hundreds of 1 minute summaries of curated articles, researches, videos and podcasts.

Kaleidoscope Hub

ALL

Kaleidoscope Hub is your all-in-one resource for DE&I learning and discussion. Visit the Kaleidoscope HUB today to start exploring DE&I content and resources at your own pace. You can also interact with your expanded HUB community by networking and hosting conversations to inspire thought and change.

How to Take Ownership of Your Work

ALL

Learn the true meaning of ownership, including the ways in which it differs from "accountability" and methods for developing ownership as a value in your day-to-day work.

Click on the course title to enroll through the myLearning Navigator.

SELF-DIRECTED LEARNING

BEHAVIORS

Digital Enterprise will require leaders who lead differently, and teams that achieve higher levels of performance. Empowered, curious, Client-focused, and resilient teams will thrive.

BOLDER in Action

ALL

This e-learning module focuses on how alignment with BOLDER behaviours can empower us to achieve our vision for Digital Enterprise and help us to think and act more like a Digital Company.

BOLDER Placemats and Playlists

ALL

- Definitions and Examples Placemat
- Bias for Action Playlist
- Open to Listen Playlist
- Learn all the time Playlist
- Drive Outcomes Playlist
- Empowering Playlist
- Resilient Playlist

Behaviors in a Digital Enterprise

ALL

This curriculum focuses on developing behaviors and mindsets that will help you to be successful in our Digital Enterprise.

"Develop a passion for learning. If you do, you will never cease to grow."

- Anthony J. D'Angelo

SELF-DIRECTED LEARNING

BEHAVIORS

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Decision Making: Speed and Agility playlist

ALL

Making quick decisions is regarded as one of the important function of management. Managerial functions like planning, organizing, staffing, directing, coordinating and controlling are carried through decisions. Decision making is possible when there are two or more alternatives to solve a single problem or difficulty. This playlist will help you to make decisions with speed and agility.

Leading and Working in Hybrid Teams

ALL

Hybrid work isn't easy – we have made this interactive learning series, specifically for Sun Life, to support you and your team to do your best work! In this playlist there are four videos which cover key Hybrid working concepts, as well as an accompanying Workbook with activities to complete individually and as a team. To get the most out of this playlist, it is recommended that you download the Leading and Working in a Hybrid Team Workbook. Once you complete a video, you'll want to refer to the Workbook to complete additional reading and perform some of the activities, such as self reflection questions and team activities. You will also have access to additional resources in the Playlist, such as Sample Team Agreements and a Future of Work Glossary, that can be useful as you progress through the contents of the Playlist. The goal of this Playlist is to identify best practices for successful Hybrid teaming and to provide tips and tricks to support you and your team along the way. Enjoy!

MANDATORY SELF-DIRECTED LEARNING

Bright Track

ALL

Complete the following Bright Track courses and help protect our Clients, each other, and our brand from incidents that could potentially compromise our reputation. Your assigned courses will appear in the myLearning section on the Welcome page of myLearning Navigator.

- Risk Management 101 (***New for SLPH Market)
- Financial Crime Awareness
- Protecting Information and Data Privacy
- Workplace Awareness and Respect
- Your Safety and Emergency Preparedness
- Business Continuity
- Code of Conduct

Complete your Bright Track mandatory training in myLearning Navigator on or before the due date.

Foundations of Risk Management

ALL

Risk-readiness is something we take seriously at Sun Life and so should you! Being Risk- Ready means understanding your role and knowing what to do and when to do it in the event of an emergency to help protect our clients and our business against threats.

Building a Client Focused Culture

ALL

At Sun Life, our clients evolving needs is at the center of everything we do. Our biggest commitment has always been to deliver solutions and services that will help them achieve a brighter future. Client focused is key. By understanding, imbibing and practicing it in our everyday life. Take this course to better understand what Client for Life, Client Experience, the Client Journey, and Client Focus is and recognize the importance of your role in delivering client impact.

myLearning
Grow & Succeed

Sun Life

Digital Enterprise (DE) | Client-centric, Innovative, Agile Skills

We ALL need to make a shift in mindset and build new awareness about client-centricity, innovation and agile practices. Some of us will also need to dive deeper into technical skill development.

Click on the course title to access the learning resources.

SELF-DIRECTED LEARNING

Global Digital Enterprise Centre of Excellence

ALL

Your DE journey starts here. Everything you need to know about Digital Enterprise at Sun life. This site has numerous learning resources available to discover and explore.

Digital Foundations

ALL

As a Digital Enterprise, Sun Life wants to ensure "every Client, in every geography, can have a distinctive digital experience integrated across life, health, and wealth and elevated through Client-centered partnerships.". To do this, we will need to change the way we work, and that will mean learning new skills and mindsets (not just new technologies).
If you are looking to broaden your understanding of what is required to work for a digital organization, this course will provide you with an introduction to the key concepts and strategies associated with our Digital Enterprise evolution.

Digital Capabilities

ALL

This series will show how technology and business teams can work together to delight our Clients. Learn more about Cloud Technology, Test Automation, API, Dev Robotic Process Automation in these short, easy to understand explainer videos.

Digital Skills

ALL

In this curriculum, learn what skills will help you to thrive in a digital environment. Understand the importance of innovation and design thinking, and learn how to use data to make decisions. All of these things will help as we move through our transformation to a Digital Enterprise.

Agile Skills

ALL

This curriculum will take you on an Agile journey, diving deeper in Agile principles, values and methodology.

We are continuously working to expand our course offerings.
Check the myLearning Navigator for updates throughout the year.