Program	Category	Course Title	Description	Delivery Method	Internal / External	Duration (Hours)	Trainer/Point Person
BAU	Core Skills	Sun Start	Orientation program that provide newly hired employees with an introduction to Sun Life, what's expected and where they fit in to overall goals. • learn the milestones of Sun Life's distinguished history •describe the company's vision, mission and values •identify the different departments and describe their respective functions •familiarize yourself with the company premises •identify staff development programs and state the general guidelines in availing them •express the rationale and features of our compensation system •learn the company's staff benefits and state the general guidelines governing their availment	Virtual ILT	Internal	2 sessions, 2.5 hours/session	Deng Hagos
BAU	Core Skills	Sunny Solutions	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. •Experience and gain a general understanding of the importance of personal financial management •Create a personal action plan for meeting your individual financial goals through financial planning •Explain the basic principles behind life insurance and mutual funds •Define several basic insurance and mutual fund terms •Name the different products of Sun Life Financial and their features •Compute for policy and mutual fund values	Virtual ILT	Internal		Arlie Comia
BAU	Data Analytics	Data Storytelling	•Explore how to go beyond your role as a subject matter expert, and tell a story that makes complex or technical data or information meaningful to your audience. •Practice skills that will allow to build connections with others, deliver a polished, clear message, and influence action. •Receive real-time practice and coaching to improve mindset, script, language and presence through inspiring storytelling.	Virtual ILT	External	4 sessions, 3 hours/session	Data Seer
BAU	Core Skills	High Impact Presentations	Apply strategies for delivering a strong, clear message, whether to a single listener or an audience of hundreds through interactive exercises by participants. Prepare and deliver effective presentations by applying elements of body language, eye contact, vocal projection, content, nervousness, and confidence.	Virtual ILT	External	4 sessions, 2 hours/session	Speakers' Bureau
Next Normal	Core Skills	Designing Virtual Learning	Understand the psychology behind designing learning sessions, the foundations of adult learning, and practice actually designing a virtual session using MgtStrat's Design DNA model. It is best to pair this with Facilitating Virtual Learning if the participant would like to demonstrate facilitating the session they designed.	Virtual ILT	External	2 sessions, 2.5 hours/session	Management Strategies
Next Normal	Core Skills	Facilitating Virtual Learning	Be equipped with the mindset, competencies and techniques to facilitate virtually. In these sessions, you get apply learnings and get valuable feedback from fellow participants.	Virtual ILT	External	2 sessions, 2.5 hours/session	Management Strategies
Impact the Sun	Manager Effectiveness	Supervisory Fundamentals	Cross over to your new role smoothly. Equip yourself with knowledge and skills on basic supervisory functions. Get introduced to activities such as planning, leading, organizing and controlling. Master these skills and understand the scope of your authority and responsibility so you can manage people as effectively as they do their tasks. •distinguish the supervisor's function, authority and responsibility from that of other jobs •identify and articulate the four management functions and their applications; and •develop and action plan towards effectively performing the four management functions.	Virtual ILT	Internal	4 sessions, 2.5 hours/session	Chiqui So
Impact the Sun	Manager Effectiveness	Feedback is a Gift (Radical Candor + Giving and Receiving Feedback)	Be a kick-ass boss without losing your humanity. Create a culture of feedback, build a cohesive team and achieve great results. Based on the best selling book by Kim Scott, Radical Candor helps you love your work and the people you work with. We all know the benefits of feedback. However, the reality is that feedback often leaves people with ill-feelings, and the virtual work environment poses another layer of challenge. This session will help participants manage feedback conversations better, and effectively achieve its goal of helping people become even better.	Virtual ILT	External	2 sessions, 2.5 hours/session	Management Strategies
Impact the Sun	Manager Effectiveness	Leading Virtual Teams	Working from home is not as easy as it seems. In this session, you will learn to use the TEST framework (Trust, Empower, Support and Talk) to ensure that you and your team are set-up for success in a Work From Home Setting. 1. Identify the differences of leading in the new normal 2. Discuss strategies and norms that you can practice with your teams 3. Engage and share learnings with other participants to make virtual work arrangements successful.	Virtual ILT	External	1 session, 2 hrs/session	Management Strategies
Impact the Sun	Manager Effectiveness	Facilitating Virtual Meetings	In this 2-hour session, learn the 4-Point strategy for virtual meetings and create action steps to improve the virtual meeting experience.	Virtual ILT	External	1 session, 2 hrs/session	Management Strategies
Strategic	Psychological Safety	Psychological Safety Workshop	Learn the What, Why and How of Psychological Safety Objectives: At the end of the session participants will be able to: • Set the value of Team Psychological Safety in the context of Sun Life NXT • Explain how Psychological Safety creates high performing teams • Discover tools, practice skills and learn assertive communication to build psychological safety within their respective teams.	Virtual ILT	External	2 sessions, 2.5 hours/session	Management Strategies
Strategic	Innovaton	Design Thinking 101	Learn design methods to help solve problems or create something new/innovate. In this session participants will learn to •Use a common language for innovation •Put customers or Clients at the center of design efforts •Move from idea or problem to powerful solutions •Integrate design thinking into your work practices * Target Participants are Sun Life NXT Project and Program Managers. Please await invitation from HR.	Virtual ILT	Internal	2 sessions, 2.5 hours/session	TQ Antiqueno
Strategic	Agility	Agile Leadership	Learn about the benefits of adopting an Agile mindset, as well as the best practices and the right conditions for doing so. You'll also learn about the leadership styles necessary for agile success. Finally, you'll explore how to measure the success of and overcome challenges to our organization's Agile transformation..	Virtual ILT	External	TBD	Management Strategies

Program	Category	Course Title	Description	Delivery Method	Internal / External	Duration (Hours)	Trainer/Point Person
Strategic	Agility	Everyday Agile Ways of Working	You don't have to develop software or be part of IT project team to develop an agile mindset. Everyday agile is about practices and tools to be agile each and every day, regardless of the methodology, technology, or environment. This session is designed to situate agility in the business context and helps participants learn practical frameworks and tools to help teams organize their work, manage the teams capacity versus deliverables, and promote transparency, collaboration, and teamwork.	Virtual ILT	External	2 sessions, 2.5 hours/session	Management Strategies
Strategic	Agility	Fundamentals of Agile Project Management	In this course, we cover the basics, principles, and practices of both popular and lesser known agile methods and frameworks * Core Agile Principles and Key concepts in SCRUM * Correct Agile implementation and how SCRUM framework works in delivering successful projects * Industry standards and best practices * Agile mindset * Sun Life Agile Methodology currently implemented with Agile projects * Target Participants are Sun Life NXT Project and Program Managers. Please await invitation from HR.	Virtual ILT	External	TBD	QAI Global (?)
Strategic	Agility	Agile Certification: Certified Scrum Product Owner	The program is in partnership with our Regional Office and will be facilitated by QAI which is a scrum alliance organization. First priority is being given to cover all Agile practitioners. To get fully certified, complete attendance to the 2-day program and submission of all requirements is expected.	Virtual ILT	RO	16 hours	QAI Global
Strategic	Agility	Agile Certification: Certified Scrum Master	The program is in partnership with our Regional Office and will be facilitated by QAI which is a scrum alliance organization. First priority is being given to cover all Agile practitioners. To get fully certified, complete attendance to the 2-day program and submission of all requirements is expected.	Virtual ILT	RO	16 hours	QAI Global
Strategic	Risk Management	Bright Track	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. Additional information and the 2021 schedule will be shared in the coming months, so stay tuned! • Risk Management 101 (***Upcoming Course 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	Self-paced eLearning	Internal	30 minutes	myLearning Navigator
Strategic	Client Centricity	Sun Life to the CORe: CX Management Workshop	Todays clients have different priorities and expectations than generations of customers past. Be introduced to our Client for Life Principles and understand your critical part in creating Client for Life moments. You'll be invited to reflect on how you can intensify your Client focus and to take some time to consider what the Client for Life Principles mean to you.	Virtual ILT	Internal	3 hours / session	HRBP / TD&E
Strategic	Digital Enterprise	DE 101	Your DE journey starts here. Everything you need to know about Digital Enterprise in Asia. • What is Digital Enterprise? • Why do we need Digital Enterprise? • What will we achieve with Digital Enterprise? • How will Digital Enterprise Work? • How will it work in Asia? Our Ecosystem.	Self-paced eLearning	RO	4 hours	myLearning Navigator
Strategic	Digital Enterprise	DE Foundations	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, including: • Behaviors to make you successful in a Digital Enterprise • Digital terminology (e.g. what's the difference between Digitalization and Digitization?) • What is "Agile" and how will it help us? • Big data and data driven decision making • Client centricity • Innovation and design thinking • ...and more	Self-paced eLearning	RO	4 hours	myLearning Navigator